



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA**

Rancho Santa Fe FPD
Board Room – 18027 Calle Ambiente
Rancho Santa Fe, California 92067

December 15, 2021
1:00 pm PT
Regular Meeting

THIS BOARD OF DIRECTORS MEETING WILL BE CONDUCTED VIA TELECONFERENCE

Pursuant to Governor Newsom’s [Executive Orders N-25-30](#), issued on March 12, 2020; [N-33-20](#) issued on March 19, 2020; and Resolution 2021-17 adopted on November 17, 2021 through December 16: members of the Rancho Santa Fe Fire Protection District Board of Directors and staff may participate in this meeting via teleconference. In the interest of reducing the spread of COVID 19, members of the public are encouraged, but not required, to submit comments via email. Those attending the meeting in person will be required to wear a mask and maintain appropriate social distancing when possible.

Public Comment: to submit a comment in writing, please email caccavo@rsf-fire.org and write “Public Comment” in the subject line. In the body of the email include the item number and/or title of the item as well as your comments. If you would like the comment to be read out loud at the meeting (not to exceed five minutes), please write “Read Out Loud at Meeting” at the top of the email. All comments received by 11:00 am will be emailed to the Board of Directors and included as “Supplemental Information” on the District’s website prior to the meeting. Any comments received after 11:00 am will be added to the record and shared with the members of the Board at the meeting.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 858-756-5971 ext. 6005. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

Rules for Addressing Board of Directors: Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk. Any person may address the Board on any item of Board business or Board concern. The Board cannot act on any matter presented during Public Comment but can refer it to staff for review and possible discussion at a future meeting. As permitted by State Law, the Board may act on matters of an urgent nature, or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Administrative Manager’s office located at 18027 Calle Ambiente, Suite 101, Rancho Santa Fe, CA during normal business hours. Packet documents are also posted online at www.rsfire.org.



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

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Call to Order

Pledge of Allegiance

Roll Call

1. Motion waiving reading in full of all Resolutions/Ordinances

All items listed on the Consent Calendar are considered routine and will be enacted by one motion without discussion unless Board Members, Staff, or the public requests removal of an item for separate discussion and action. The Board of Directors has the option of considering items removed from the Consent Calendar immediately or under Unfinished Business.

2. Consent Calendar

- a. Board of Directors Minutes

- Board of Directors minutes of November 17, 2021

ACTION REQUESTED: **Approve**

- b. Receive and File

- Monthly/Quarterly Reports

- (1) List of Demands Check 34489 thru 34576, Electronic File Transfers (EFT), and Wire Transfer(s) for the period November 2021 totaling: \$ 230,067.99
Wire Transfer(s) period November 2021 \$ 71,257.84
Payroll for the period November 2021 \$ 826,137.87
TOTAL DISTRIBUTION \$ 1,127,463.70

- (2) Activity Reports – November 2021

(a) Operations

(b) Training

(c) Fire Prevention

(d) Correspondence - letters/cards were received from the following members of the public:

(i) None

ACTION REQUESTED: **Information**

- c. Resolution No. 2021-25

To adopt by consent Resolution No. 2021-25 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom’s Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period December 17, 2021 through January 16, 2021 Pursuant to Brown Act Provisions

ACTION REQUESTED: **Adopt**

- d. Resolution No. 2021-26 – Fire Chief Fred W. Cox

To adopt by consent Resolution 2021-26 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Honoring Fred W. Cox Retiring Fire Chief.

ACTION REQUESTED: **Adopt**



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e. Acceptance of Grant

To accept a grant of \$8,905.00 grant from the Rancho Santa Fe Fire District Foundation for the purchase of one (1) Multi-Force Door (forcible entry door simulator) to be used for training at the District's training facility. [Staff Report 21-22](#)

ACTION REQUESTED: **Accept grant**

3. Public Comment

4. Public Hearing

a. Ordinance No. 2022-01

Ordinance No. 2022-01 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2019-01.

ACTION REQUESTED: **A call for public comment (oral or written)**

b. Ordinance No. 2022-02

Ordinance No. 2022-02 *entitled* An Ordinance of the Rancho Santa Fe Fire Protection District for Vegetation Management, and Declaring Certain Vegetation, and Certain Waste Matter a Public Nuisance and Providing for the Removal Thereof, and Repealing Ordinance 2019-02

ACTION REQUESTED: **A call for public comment (oral or written)**

c. Ordinance No. 2022-03

Ordinance No. 2022-03 *entitled* An Ordinance of the Rancho Santa Fe Fire Protection District declaring that all parcels of land within the boundaries of the Rancho Santa Fe Fire Protection District are to remain in compliance with any local ordinances, including proof of compliance upon transfer of real property.

ACTION REQUESTED: **A call for public comment (oral or written)**

5. Resolution/Ordinance

a. Ordinance No. 2022-01

To adopt Ordinance No. 2022-01 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2019-01.

ACTION REQUESTED: **Adopt**

b. Ordinance No. 2022-02

To adopt Ordinance No. 2022-02 *entitled* an ordinance of the Rancho Santa Fe Fire Protection District repealing Ordinance No. 2019-02 and enacting Ordinance No. 2022-02 relating to vegetation management, defensible space, and declaring certain vegetation, and certain waste matter a public nuisance, and providing for the removal thereof.

ACTION REQUESTED: **Adopt**

c. Ordinance No. 2022-03

To introduce Ordinance No. 2022-03 *entitled* an ordinance of the Rancho Santa Fe Fire Protection District declaring that all parcels of land within the boundaries of the Rancho Santa Fe Fire Protection District are to remain in compliance with any local ordinances, including proof of compliance upon transfer of real property.

ACTION REQUESTED: **Adopt**



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6. Old Business
 - a. Board of Directors Meeting Calendar
To discuss and confirm the CY21 meeting schedule. [Staff Report 21-23](#)
ACTION REQUESTED: **Confirm dates and/or modify board meeting schedule, if necessary**
7. New Business
 - a. Appoint Alternate to Public Agency Self Insurance System (PASIS) Board of Directors
To discuss and/or select an alternate representative to PASIS Board of Directors for workers' compensation claims management. [Staff Report 21-24](#)
ACTION REQUESTED: **Appoint representative**
 - b. CalPERS Unfunded Accrued Liability (UAL)
To discuss the District's UAL and provide direction to staff for plans to make additional payments
ACTION REQUESTED: **Direction**
8. Oral Report
 - a. Fire Chief – Cox
 - District Activities
 - b. Operations – Deputy Chief
 - c. Volunteer – Volunteer Recruitment & Retention Coordinator
 - d. Training – Battalion Chief
 - e. Fire Prevention – Fire Marshal
 - f. Administrative Manager/Manager, Finance & Administration
 - g. Board of Directors
 - North County Dispatch JPA – Update
 - County Service Area – 17 – Update
 - Comments
9. Closed Session
 - a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiators: Jim Ashcraft, Randy Malin
Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and Manager,
Finance & Administration
Under Negotiation: Successor Compensation Resolution
10. Special Presentation (Time Certain – 3:00 pm)
 - a. Presentation of Proclamation/Resolution – Fire Chief
Presentation of a Proclamation/Resolution to Fred W. Cox Fire Chief in recognition of his service to the Rancho Santa Fe Fire Protection District
 - b. Badge Presentation – Fire Chief Presentation of Fire District Badge by the Rancho Santa Fe Fire Protection District Board of Directors will be presented to:
 - David McQuead – Fire Chief



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11. Adjournment

The next regular meeting Board of Directors meeting to be January 19, 2022, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



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CERTIFICATION OF POSTING

I certify that on December 10, 2021, a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on December 10, 2021

A handwritten signature in blue ink, appearing to read "Alicea Caccavo", is written over a horizontal line.

Alicea Caccavo
Board Clerk

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These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were considered.

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:02 pm.

Pledge of Allegiance

Chief Twohy led the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner

Staff Present: Fire Chief Fred Cox; Deputy Chief Dave McQuead; Battalion Chief Bruce Sherwood; Fire Marshal Marlene Donner; Volunteer Recruitment & Retention Coordinator Chief Frank Twohy; and Manager, Finance & Administration/Board Clerk Alicea Caccavo

Request by Staff to amend the Agenda to add to New Business Resolution 2021-22

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, to amend the agenda to add to New Business Resolution 2021-22 regarding the Management Salary and Benefits on the following roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner
NOES: None
ABSTAIN: None
ABSENT: None

1. Special Presentations

a. Employee Recognition – Service Awards

5-year

- Sean Canfield
- Correy Cooper
- Jake Elkins
- Raul Roman
- Michael Weeks
- Burgen Havens
- Brandon Closs
- Frank Twohy

10-year

- Troy Duncan

15-year

- Nick Chapin
- Trever Krueger
- Tanner Worley
- Chris Danner
- Stephen Sepich

20-year

- Bruce Sherwood

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30-year

- Lee Haskin

Director Ashcraft conveyed to all those listed that the community appreciates the service and the sacrifices they have made. Chief Twohy was presented with the five-year service award by Director Ashcraft. Chief Twohy thanked the group and introduced his son, a Captain in the CalFire training division. Director Ashcraft also presented the 20-year award to Battalion Chief Sherwood.

- b. Presentation of Proclamation/Resolution - Volunteer Recruitment/Retention Coordinator
Presentation of a Proclamation/Resolution to Frank K. Twohy, Volunteer Recruitment & Retention Coordinator in recognition of his exceptional efforts in developing and maintaining the District's Volunteer Reserve Program.
- c. Presentation of Proclamation/Resolution - Volunteer Recruitment/Retention Coordinator
Presentation of a Proclamation/Resolution to Michael Martinez, Volunteer Recruitment & Retention Coordinator in recognition of his exceptional efforts in developing and maintaining the District's Volunteer Reserve Program.

Director Ashcraft presented Chief Twohy with the proclamation for all his service to the Rancho Santa Fe Fire Protection District. Director Ashcraft also presented to Mike Martinez a proclamation for his efforts.

2. **Motion waiving reading in full of all Resolutions/Ordinances**

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

3. **Consent Calendar**

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar with the change to letter d. Resolution No. 2021-18 same content as the Proclamation; was reworded to fit the page.

a. **Board of Directors Minutes**

- Board of Directors minutes of October 20, 2021

b. **Receive and File**

- Monthly/Quarterly Reports

(1) List of Demands Check 34402 thru 34488, Electronic File Transfers (EFT), and Wire Transfer(s) for the period October 2021 totaling:	\$ 237,121.76
Wire Transfer(s) period October 2021	\$ 241,593.92
Payroll for the period October 2021	<u>\$ 949,424.63</u>
TOTAL DISTRIBUTION	\$1,428,140.31

(2) RSF District Budget Review period ending September 30, 2021

(3) Investment Review period ending September 30, 2021

(4) Activity Reports – October 2021

(a) Operations

(b) Training

(c) Fire Prevention

(d) Correspondence - letters/cards were received from the following members of the public:

(i) None

c. **Resolution No. 2021-17**

To adopt by consent Resolution No. 2021-17 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Proclaiming A Local Emergency Persists, Re-Ratifying The Proclamation of a State Of Emergency by Governor Newsom's Executive Orders N-25-30, Issued March 12, 2020; N-33-20 Issued

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March 19, 2020, and Re-Authorizing Remote Teleconference Meetings Of The Legislative Bodies of Rancho Santa Fe Fire Protection District for the Period November 17 through December 16, 2021 Pursuant to Brown Act Provisions

d. Resolution No. 2021-18 – Frank Twohy

To adopt by consent Resolution 2021-18 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Honoring Frank K. Twohy Retiring Fire Chief.

e. Resolution No. 2021-19 – Mike Martinez

To adopt by consent Resolution 2021-19 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Honoring Michael A. Martinez.

1:15 pm Fire Marshal Donner left the meeting.

4. Public Comment

None

5. Old Business

None

6. Resolution/Ordinance

a. Resolution No. 2021-20

To discuss and/or accept Resolution No. 2021-20 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant Section 13146.2 and 13146.3 of the California Health and Safety Code. Staff Report 21-18

Fire Chief Cox reported that this is an annual item required to report that all mandated inspections have been completed.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept Resolution No. 2021-20 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant Section 13146.2 and 13146.3 of the California Health and Safety Code. Staff Report 21-18.

b. Resolution 2021-21

To discuss and/or adopt resolution 2021-21 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Ratifying the Employment Agreement between the Rancho Santa Fe Fire Protection District and Fire Chief David C. McQuead. Exhibit A

Director Ashcraft reported that this is the Agreement between the district and the new incoming Fire Chief McQuead.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ADOPTING Resolution 2021-21 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Ratifying the Employment Agreement between the Rancho Santa Fe Fire Protection District and Fire Chief David C. McQuead.

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Ordinance No. 2022-01

To discuss and review the final version for Ordinance No. 2022-01 *entitled* an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2019-01. *Director Ashcraft reported that due to a publishing error, the public hearing and final adoption will be done at the December 15th regularly scheduled meeting. Manager Caccavo added that it will then take effect February 1, 2022 provided there are no issues. Chief Cox indicated that there were minor corrections highlighted in yellow.*

c. Ordinance No. 2022-02

To introduce Ordinance No. 2022-02 *entitled* an ordinance of the Rancho Santa Fe Fire Protection District repealing Ordinance No. 2019-02 and enacting Ordinance No. 2022-02 relating to vegetation management, defensible space, and declaring certain vegetation, and certain waste matter a public nuisance, and providing for the removal thereof. Staff Report 21-19
Deputy Chief McQuead reported that he worked with Fire Prevention Staff to produce this Ordinance. The Ordinance is meant to clearly define for Staff and the public the process and fines related to prevention activities. Staff answered questions from the Board.

President Ashcraft opened the public hearing. The Board Clerk reported that there have been no public comments submitted. The Board agreed to schedule the second public hearing and final adoption on December 15, 2021.

d. Ordinance No. 2022-03

To introduce Ordinance No. 2022-03 *entitled* an ordinance of the Rancho Santa Fe Fire Protection District declaring that all parcels of land within the boundaries of the Rancho Santa Fe Fire Protection District are to remain in compliance with any local ordinances, including proof of compliance upon transfer of real property. Staff Report 21-20
Deputy Chief McQuead reported that Assembly Bill 38 now requires that the seller provide buyer with documentation that the property is in compliance with all local ordinances when sold in a high fire severity zone. He reported that the District could perform this service. Staff answered questions from the Board.

President Ashcraft opened the public hearing. The Board Clerk reported that there have been no public comments submitted. The Board agreed to schedule the second public hearing and final adoption on December 15, 2021.

7. **New Business**

a. Resolution 2021-22

To introduce Resolution 2021-22 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel.
Manager Caccavo reported that the only revision made is to comply with the CalPERS requirements for the Management Supplemental Benefit to be renamed Management Incentive Pay (MIP) and include language that refers to Public Employees' Retirement Law (PERL). There is no impact to content financially or administratively.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ADOPTING Resolution 2021-22 *entitled* a Resolution of the Board of Directors of the Rancho

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Santa Fe Fire Protection District Establishing Salaries and Benefits for Management Personnel on a roll call vote:

AYES: Ashcraft, Hillgren, Malin, Stine, Tanner
NOES: None
ABSTAIN: None
ABSENT: None

b. Independent Auditor's Report FY 2020/2021

Director Malin reported that the finance ad hoc committee (Directors' Malin and Tanner, Chief Cox and Alicea Caccavo) met with Coley Delaney, CPA from the Pun Group to review the draft audit report for FY21.

Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting; the District received a clean opinion and no recommendations from the auditors.

He reminded his board colleagues of the notes, particularly Note 7 which refers to the full pension liability. The board has continued their efforts by making accelerated payments to reduce the District's pension obligation; however, there is little improvement.

Director Malin also advised that in FY22 the District will have to report lease expense on the financials due to GASB 87.

It was recommended that the Board accept the report as distributed. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ACCEPT the FY 2020/2021 independent audit prepared by The Pun Group as distributed.

c. Board of Directors Meeting Calendar

Board Clerk Caccavo reviewed the staff report provided. She informed the board members that the schedule listed reflects the meeting date for the third Wednesday of each month, and she included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was determined that there may be some conflicts and the CY22 meeting calendar should be tabled to the next meeting.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to table the meeting calendar to the December 15, 2021, regularly scheduled meeting.

8. Oral Report

a. Fire Chief – Cox

- **AB 602:** Chief Cox reported that AB 602 is a new bill that requires the District to have a nexus study to fire mitigation impact fees adopted after July 1, 2022. There may be different fees for different geographical and differing income ranges. The current fee is \$0.58 for our jurisdiction.
- **RSF1 Tenant Improvements:** Patrol should be moved into the lower offices; North Comm will be starting their improvements. North Comm's TI is quoted at \$100,000.
- **District Activities:** The Local had a golf tournament in honor of Dale Mosby; and Ray Ramage's funeral service the previous day was nicely done. Chief Cox has been moving items over to Chief McQuead.

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b. Operations – Deputy Chief

Chief McQuead reported that Ian O’Conner is off probation; the previous week one of the crews including Captain Roman, Engineer Cantrell and Probationary Firefighter Farmer had a choking save and a CPR save all in one day.

2:26pm Break to prepare for Closed Session

2:34pm Adjourned to Closed Session

9. Closed Session

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*

Board Members Ashcraft, Malin, Stine, Tucker, Fire Chief Cox, Deputy Chief McQuead, Manager Caccavo and Legal Counsel Steve Fitch (via Zoom) attended and participated in the discussions.

2:50pm Board Member Hillgren excused herself due to possible conflict.

3:07pm Reconvened to Open Session

Upon reconvening to open session; direction was given to the Fire Chief.

8. Oral Reports (continued)

- b. Volunteer – Volunteer Recruitment & Retention Coordinator: *Chief Sherwood reported that Engineers Barkhimer and Cantrell will be taking over the volunteer program; Captain McVey will be setting up the scheduling system to accommodate their schedules; currently have eight (8) reserves.*
- c. Training – Battalion Chief: *Chief Sherwood reported that the zone academy just wrapped up. The staff completed 1800 hours of training which translates to 360 hours per month to ensure they are prepared.*
- d. Fire Prevention – Fire Marshal: *Fire Chief Cox reported that meeting with Prevention staff to improve customer service and over the counter plan check process will be started again three (3) days a week by appointment. Chief Cox reported that in reviewing the tax rolls, of the 14,000 parcels in our district, 13,000 are collecting a benefit fee from. Staff responded to questions from the Board regarding square footage in the District.*

3:20 Fire Marshal Donner returned to the meeting.

Fire Chief reported anticipating four (4) assisted living care homes coming to the District. Fire Marshal Donner reported on working with Art Jury for a better process for all. Frap maps and potential insurance cancellations are still a concern. She reported that AB9 created a new branch from the State to take over some CalFire programs in the prevention area. Fire Marshal Donner reported that AB1295 will prohibit the legislative body, city, or county from entering into an agreement with residential property development in a high fire area.

- e. Manager, Finance & Administration: *Manager Caccavo reported that the Audit is complete; working with the North Zone to do Engineer testing in March; Fire Service Assistant interviews on 11/23/2021. Manager Caccavo reported that our Accounting Technician, Sarah Montagne, passed probation and is doing an excellent job.*

Administrative and Prevention Staff brought into the meeting:

Director Ashcraft awarded the 5-year service award to Brandon Closs and Burgen Havens.

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f. Board of Directors:

- North County Dispatch JPA – *Director Ashcraft reported that North Comm is starting their Tenant Improvements as reported. Next meeting in December.*
- County Service Area – 17 – *Director Hillgren reported that meetings have improved; transports were up 24%; revenue is up 8%; no capital projects anticipated. She reported that the request for proposal for the ambulatory service is late getting out, so the current vendor AMR will do a contract extension until the end of June 2022. Sal Ruiz is putting together upcoming classes for CPR.*
- Director Comments
 - (1) Malin - None
 - (2) Stine - None
 - (3) Tanner – *Thanked the District for getting the Veteran Day flags out in the village.*
 - (4) Hillgren – *No news from any of the board on Fire Watch maps. Director Hillgren brought up the article from Union Tribune entitled “Better Way to Fund Fire Districts.” Topic alluded that fire departments have vested interest in Wildland Interface projects as that’s how revenue is generated which is untrue; did not mention revenue from fire mitigation funding or other. The authors of the article were members of the conservation committee of the Sierra Club.*
 - (5) Ashcraft - None

10. Adjournment

Meeting adjourned at 3:44pm.

Alicea Caccavo
Board Clerk

James H. Ashcraft
Board President

Check No.	Amount	Vendor	Purpose
34489	\$800.00	Accme Janitorial Service Inc	Building ADMIN
34490	\$2,126.18	American Medical Response Inc	CSA-17 Contract
34491	\$373.35	AT&T Calnet 2/3	Telephone ADMIN, RSF1, RSF3
34492	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
34493	\$44.58	Complete Office of California Inc	Office Supplies
34494	\$265.12	Corporate Clothiers Inc	Uniforms: Administration
34495	\$3,297.60	County of SD/RCS	800 MHz Network Admin Fees, CAP Code Paging Monthly Service
34496	\$159.18	Cox Communications	Cable RSF5
34497	\$406.71	EDCO Waste & Recycling Inc	Trash RSF5, RSF6
34498	\$31,432.23	Gregory Johnson DBA Johnson Equipmen	Unit 2181 Equipment
34499	\$1,806.75	KnowBe4 Inc.	Training Equipment/Supplies: Misc
34500	\$3,138.01	L N Curtis & Sons Inc	Rescue Equipment
34501	\$5,000.00	Pun Group	Accounting-Audit Services
34502	\$179.50	Race Telecommunications, Inc	Telephone RSF1
34503	\$142.05	Reyes, Sandra N.	Janitorial Supplies
34504	\$314.78	Rincon Del Diablo Municipal Water Di	Water RSF5
34505	\$1,524.02	SC Commercial LLC	Fuel: Gasoline & Diesel
34506	\$340.00	Stanley N Parfrey DBA 3 Volt Electri	Building RSF1
34507	\$80.00	Terminix International	Building RSF2
34508	\$721.25	ThyssenKrupp Elevator Inc	Elevator Service
34509	\$9,770.50	U S Bank Corporate Payment System	Cal-Card./IMPAC program
34510	\$1,326.12	Uniforms Plus	Uniforms: Safety Personnel
34511	\$1,924.35	Waste Management Inc	Trash RSF1, RSF2, RSF3, RSF4, RSF Assn - Patrol, NCDJPA Rebill
34512	\$6,950.00	WinTech Computer Services	Consulting Services
34513	\$13,052.71	Workplace Services Inc	Building RSF1 Upgrades
34514	\$2,927.01	American Medical Response Inc	CSA-17 Contract
34515	\$2,039.39	AT&T Calnet 2/3	Telephone RSF2, RSF3, RSF4, RSF6, ADMIN
34516	\$38.01	Charter Communications Holdings, LLC	Cable RSF4
34517	\$39.47	EDCO Waste & Recycling Inc	Trash RSF6
34518	\$420.21	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
34519	\$123.58	Henley Pacific LA LLC (Valvoline)	Scheduled - ID 2081
34520	\$260.00	IAFC Membership Department	Association Dues
34521	\$109.96	Konica Minolta Business Inc	Copier Maintenance Contract
34522	\$7,827.50	L N Curtis & Sons Inc	2021 OTS Grant
34523	\$288.98	MES California	BA Bottle Maintenance/Hydro Testing
34524	\$2,219.52	Olivenhain Municipal Water District	Water RSF2, RSF3, RSF4, RSF6

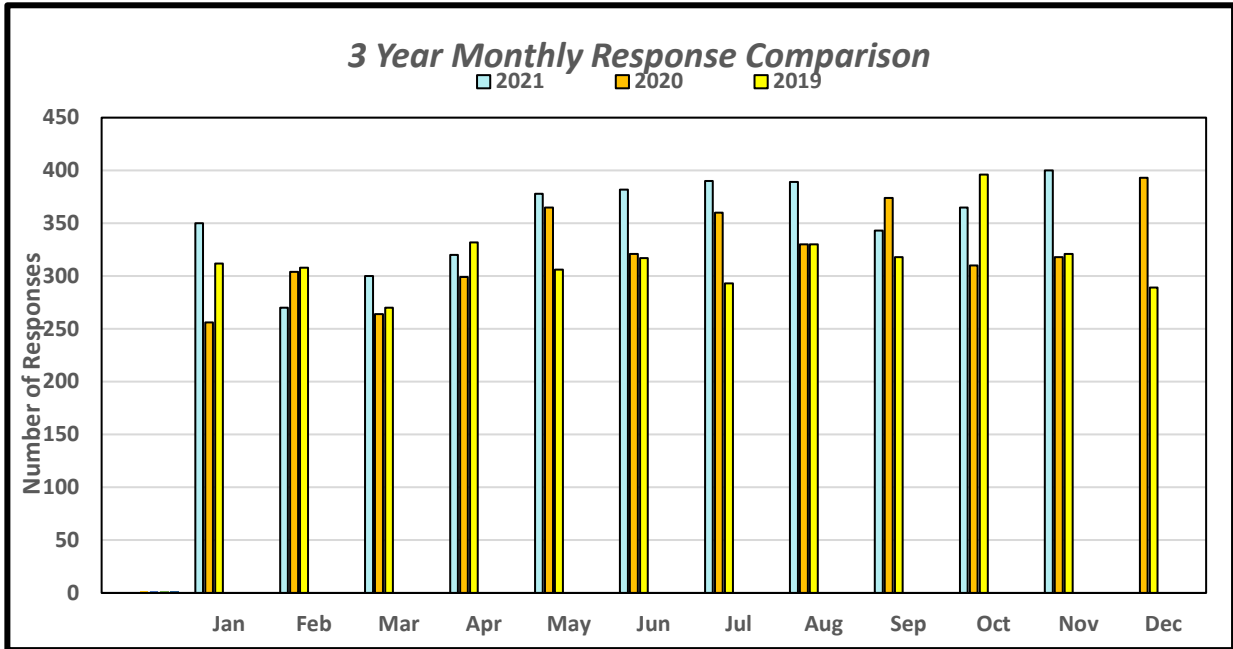
34525	\$1,572.34	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
34526	\$90.00	RSF Mail Delivery Solutions	Mail Delivery Service
34527	\$3,216.31	SC Commercial LLC	Fuel: Gasoline & Diesel
34528	\$2,826.25	Scott Davis	Programming - Computer & Software PR
34529	\$939.25	SDG&E	Elec/Gas/Propane RSF6
34530	\$82.00	Terminix International	Building RSF6
34531	\$1,813.26	ThyssenKrupp Elevator Inc	Elevator Service, NCDJPA Rebill
34532	\$327.50	Advanced Communication Systems Inc	Radio (Mobile Repair)
34533	\$252.00	Advanced Detection Systems	Alarm System Monitoring RSF6
34534	\$131.64	Airgas Inc	Safety: Breathing Air
34535	\$3,666.92	Armanino Solutions, LLC	Computer - License/Software
34536	\$64.20	AT&T	Telephone RSF6
34537	\$7,647.14	CDW Government Inc.	New Lap Tops/Computers
34539	\$436.90	Charter Communications Holdings, LLC	Cable - Admin
34540	\$10,774.76	Complete Office of California Inc	St1 Tenant Improvement - Patrol, NCDJPA
34541	\$285.00	Engineered Mechanical Services Inc	Building RSF3
34542	\$3,030.00	Fitch Law Firm Inc	Legal Services
34543	\$17.86	Griffin Hardware Co.	Elec/Gas/Propane RSF2
34544	\$1,245.96	Home Depot, Inc	Apparatus: Car Wash, Station Maintenance - RSF4, RSF5
34545	\$26.57	Konica Minolta Business Inc	Copier Maintenance Contract
34546	\$819.06	Lincoln National Life Ins Co	Life Insurance/EAP
34547	\$238.44	MES California	SCBA Maint & Repair/ Flow Test
34548	\$1,245.37	Motorola Solutions Inc	Radio Batteries-Motorolla, Dble AA for C
34549	\$51.85	Nationwide Medical Surgical Inc	CSA-17 Contract
34550	\$297.89	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
34551	\$23,225.00	R.E. Badger & Son, Inc.	Forced Weed Abatement
34552	\$1,638.07	SC Commercial LLC	Fuel: Gasoline & Diesel
34553	\$50.00	Schaffer, Dan	Uniforms: Prevention
34555	\$320.00	SDCFCA - Admin Section	Meetings/Meal Expenses
34556	\$12,228.15	SDG&E	Elec/Gas/Propane Admin, RSF1, RSF2, RSF3, RSF4, RSF5
34557	\$13,787.00	Simmons & Wood, Inc.	St1 Tenant Improvement - Patrol
34558	\$6,588.72	Superior Escondido, Inc.	Repair - ID 1682
34559	\$900.00	TinyFrog Technologies Inc.	Website Hosting
34560	\$623.21	TPX	Telephone ADMIN
34561	\$2,522.89	Uniforms Plus	Uniforms: Prevention, Safety Personnel
34562	\$1,658.00	VFIS	Repair - ID 1682
34563	\$158.05	Willis, Erwin L.	Computer: Cabling

Rancho Santa Fe Fire Protection District

List of Demands - November 2021

34565	\$1,420.00	Andersen Commercial Plumbing, LLC	Building RSF4
34566	\$213.38	AT&T	Telephone RSF5
34567	\$1,128.20	Caccavo, Alicea I.	Awards/Proclamations
34568	\$1,302.92	CrewSense, LLC	Scheduling (Crewsense) Maintenance
34569	\$368.71	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
34570	\$4,500.18	Erik M. & Christina M Bessel DBA Spo	Uniforms: Safety Personnel
34571	\$250.00	Fernandez, Manuel	CSA-17 Contract
34572	\$5,099.86	Guardian Life Insurance Co	Medical Insurance, Med/Dental - Retiree-Former Employees
34573	\$107.09	Henley Pacific LA LLC (Valvoline)	Scheduled - ID 1982
34574	\$190.09	Napa Auto Parts Inc	Apparatus: Parts & Supplies
34575	\$3,100.95	SC Commercial LLC	Fuel: Gasoline & Diesel
34576	\$345.00	Vance Mitchell	Repair- Damage Claims
EFT000000000746	\$250.00	Brandow, Nick	CSA-17 Contract
MISC	\$3,155.43	Various	Medical Reimbursement
Subtotal	\$230,067.99		
ACH Transfer	\$71,257.84	CalPERS	CalPERS - December 2021 Health
Subtotal	\$71,257.84		
11/14/2021	180,394.25	Payroll	Holiday & Comp
11/15/2021	315,330.35	Payroll	RSFFPD
11/30/2021	330,413.27	Payroll	RSFFPD
Subtotal	\$ 826,137.87		
Total	\$1,127,463.70		

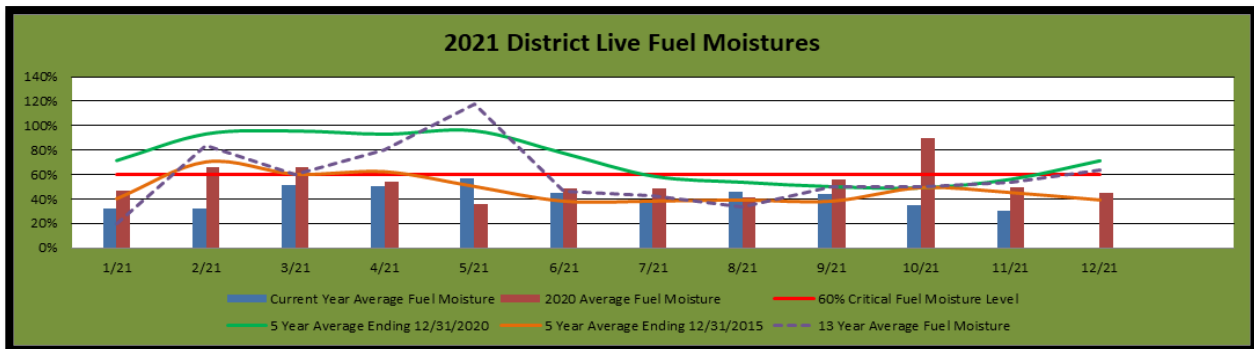
Rancho Santa Fe Fire Protection District Operations Report November 2021



3 Year Call Volume Tracker:

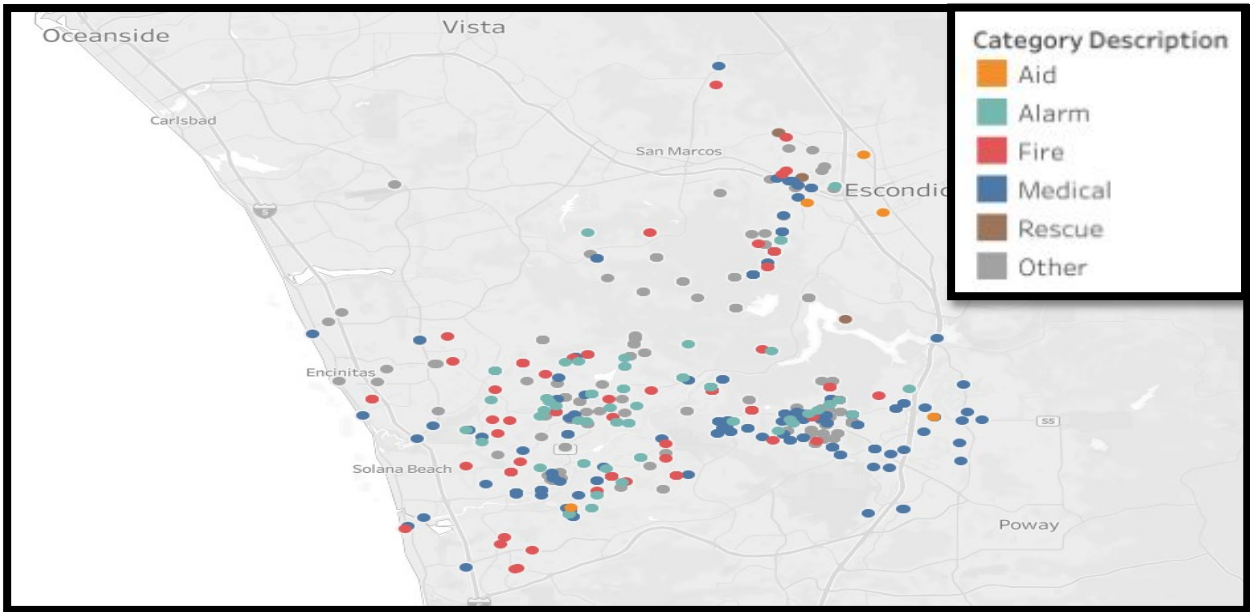
2021		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	350	270	300	320	378	382	390	389	343	365	400		3,887
YTD	350	620	920	1240	1618	2000	2390	2779	3122	3487	3887		11.03%	
2020		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	256	304	264	299	365	321	360	330	374	310	318	393	3,894
YTD	256	560	824	1123	1488	1809	2169	2499	2873	3183	3501	3894	2.69%	
2019		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	312	308	270	332	306	317	293	330	318	396	321	289	3,792
YTD	312	620	890	1222	1528	1845	2138	2468	2786	3182	3503	3792		

Monthly Fuel Moisture:



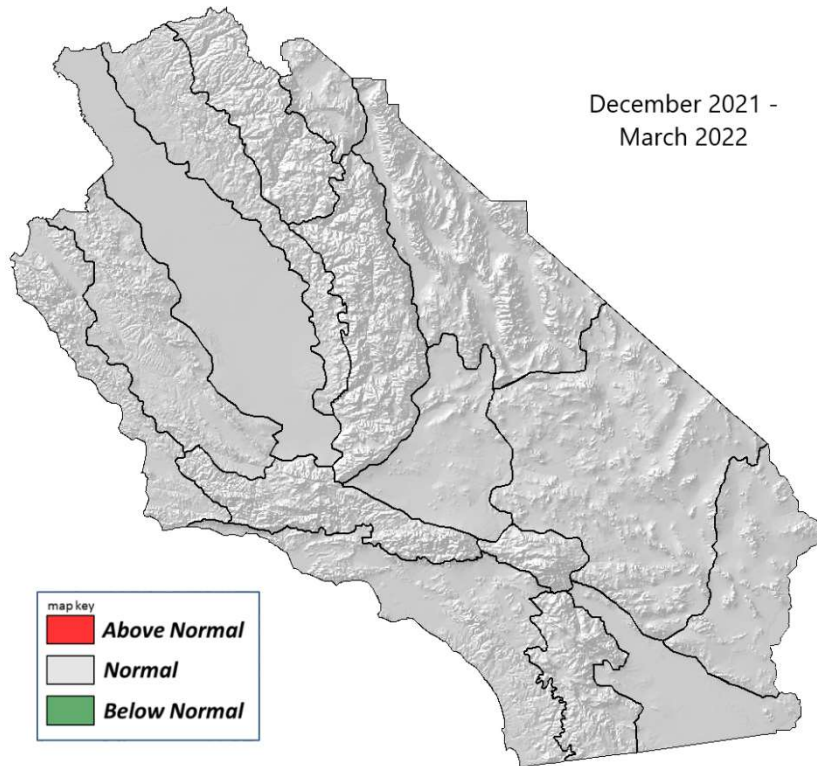
Rancho Santa Fe Fire Protection District Operations Report November 2021

Monthly Incident Map



Significant Incidents:

Date:	Incident:	Units Assigned:
11/10/2021	50 y/o Female - Cardiac Arrest. Patient outcome - CPR Save 4S Ranch (Resident).	E262 and M262 Captain Paul Roman Engineer Chase Cantrell Firefighter Paramedic Brian Farmer
11/10/2021	72 y/o Female - Choking/ Not Breathing. Patient outcome - Save 4S Ranch (Restaurant)	E262 and M262 Captain Paul Roman Engineer Chase Cantrell Firefighter Paramedic Brian Farmer
11/26/2021	Residential Structure Fire. 4881 Echo Hill Lane, Rancho Santa Fe.	B233, B261, E230, E232, E237, E238, E261, M237, P2650, T35, T235



***Monthly Images will only be shown when there are changes**

December 2021 - March 2022 South Ops Highlights

- Temperatures will be below normal through the period.
- Rainfall will be near to a little above normal through the period.
- The amount of Santa Ana wind events will be below normal through the period.



Weather Discussion

Just like October, the weather pattern was very progressive in November with a series of upper-level Pacific troughs and high-pressure areas moving inland into the West Coast from the Pacific Ocean. However, unlike October the center of the troughs moved inland further to the north and the areas of high pressure were much stronger. Temperatures cooled to near or a little below normal with the troughs and temperatures were well above normal with the areas of high pressure. There was record heat across portions of the area November 11-14 as an unseasonably strong upper-level high-pressure area sat just off the California Coast. For the month, temperatures were well above normal across most of the area, except temperatures were within a couple degrees of normal across the San Joaquin Valley (**Fig 1**). Scattered showers with light to moderate rainfall amounts moved across Central California ahead of and with the Pacific troughs during the first couple weeks of the month. There was little or no precipitation across Southern California for the whole month. For the entire month, the region received well below normal precipitation (**Fig 2**). Just like in October, the snow level over the Sierra was mainly above 8,000 feet during the first couple weeks of the month. There were gusty south to west winds associated with the Pacific troughs and light offshore flow with the areas of high pressure. There was a weak Santa Ana wind event on November 21-22 and a moderate event November 24-26.

Av. Max. Temperature dep from Ave (deg F)
11/1/2021 – 11/29/2021

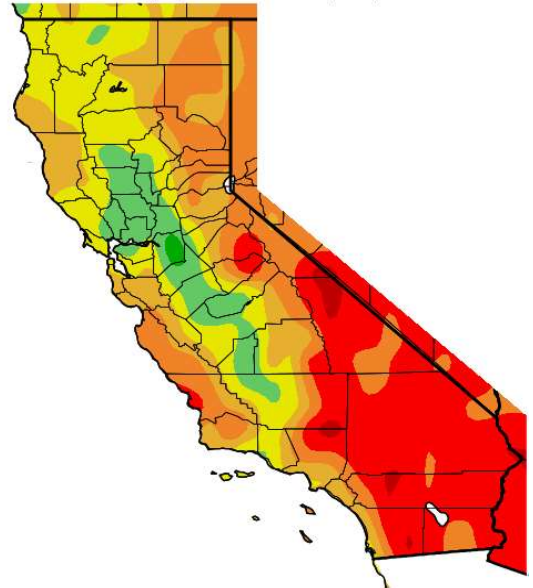


Fig 1: November 1st - November 29th Temperature (% of Ave.)

Percent of Average Precipitation (%)
11/1/2021 – 11/29/2021

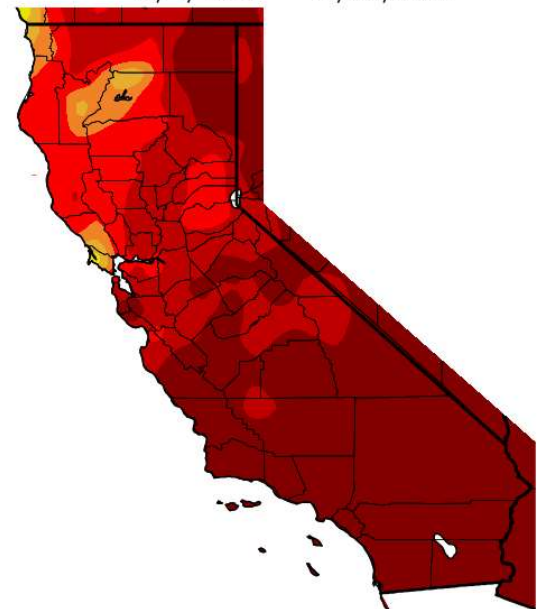


Fig 2: November 1st - November 29th Precipitation (% of Ave.)



Fuels Discussion

There continues to be very little change in the drought across the region (**Fig 3**). From Los Angeles County northward there is extreme to exceptional drought. East and south of Los Angeles County, there is moderate to severe drought. Both the 1,000-hr and 100-hr dead fuel moisture were mainly between the 10th percentile and the 3rd percentile across Southern California (**Fig 4**) and between normal and the 10th percentile across Central California (**Fig 5**) by the end of the month. Also, both the 1,000-hr and 100-hr dead fuel moisture were breaking record low levels across the region to end the month. The live fuel moisture is mainly between 50% and 80% across the region (**Fig 6**).

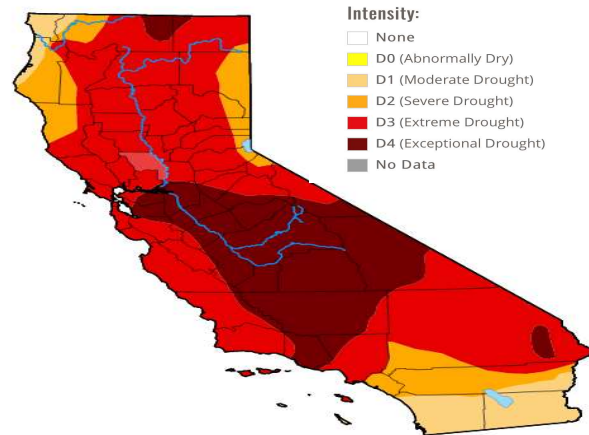


Fig 3: Drought Monitor November 24th, 2021

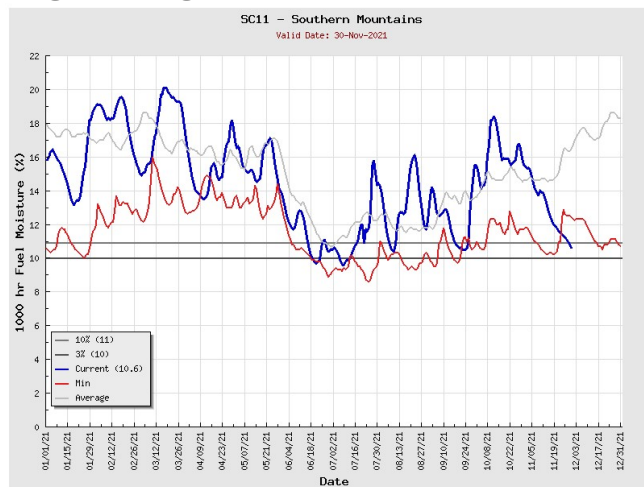


Fig 4: Southern Mountains 1000 hr Dead fuel moisture November 30th

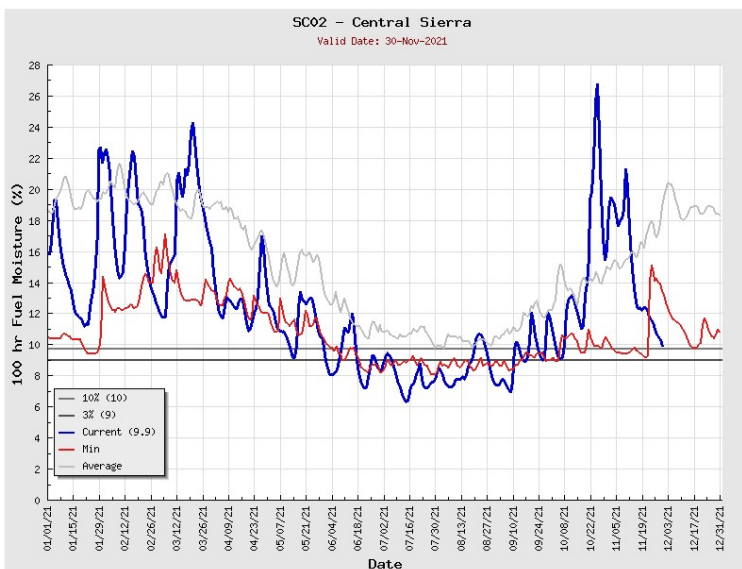


Fig 5: Central Sierra 100 hr Dead fuel moisture November 30th

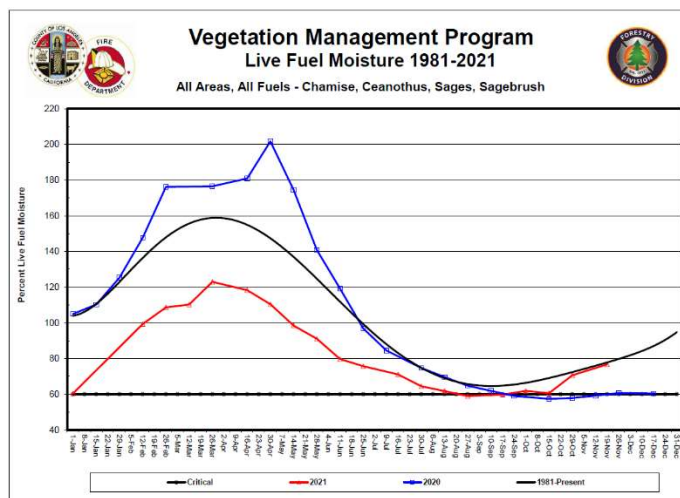


Fig 6: LA County Live Fuel Moisture November 18th

SOUTH OPS OUTLOOK

Sea surface temperatures warmed to a little above normal off the West Coast which most likely caused the strong upper-level high-pressure area to remain just off the California Coast in November (**Fig 7**). Forecast models show that the sea surface temperatures off the West Coast will cool dramatically over the next couple of months and that the sea surface temperatures in the Gulf of Alaska will remain well below normal (**Fig 8**). This will most likely cause the high-pressure area to shift further to the west allowing Pacific troughs from the Gulf of Alaska to move inland further south into California. Below normal temperatures and near to a little above normal precipitation will most likely develop after the first week of December and then continue through the winter months. Precipitation still looks as though it will not be excessive since sea surface temperatures over the Equatorial Pacific are currently well below normal and they are only expected to warm to near normal by late winter. These below normal sea surface temperatures will likely limit the amount of sub-tropical moisture that the troughs will be able to entrain. The amount of Santa Ana wind events will most likely remain below normal through the winter months.

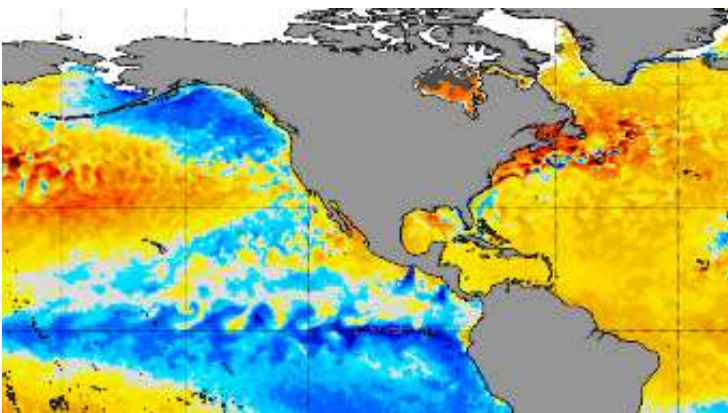


Fig 7: Sea Surface Temperature Anomaly, November 30th, 2021

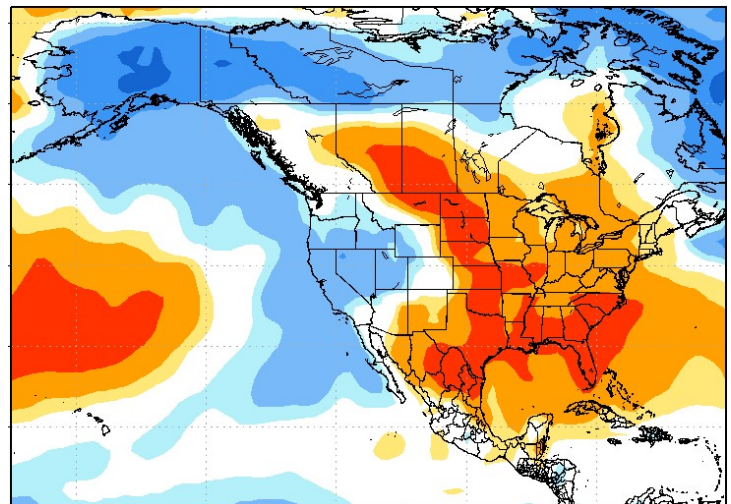
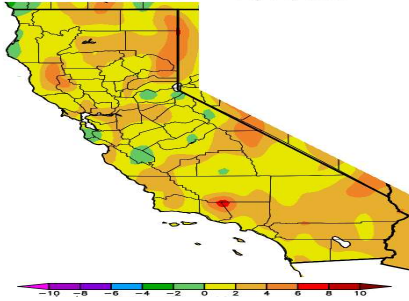


Fig 8: Forecast Temperature Anomalies for December through March, November 30th, 2021



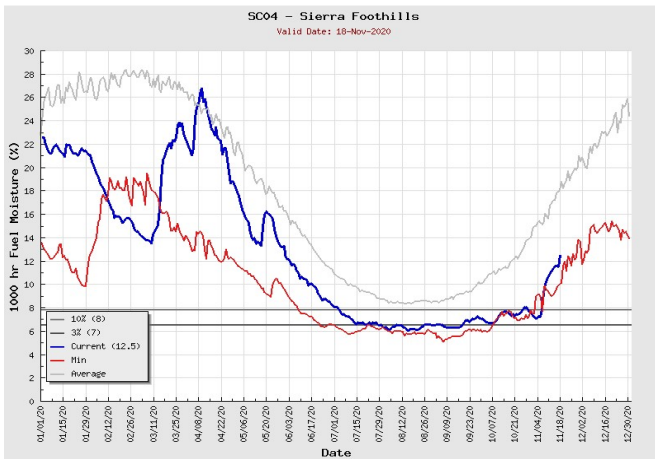
Select Intel Links used in the forecast

Av. Max. Temperature dep from Ave (deg F)
11/1/2020 - 11/19/2020



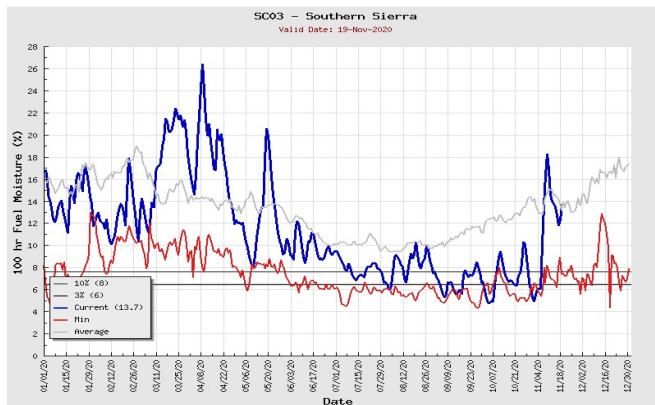
Climate

- <https://calclim.dri.edu/pages/anommaps.html>



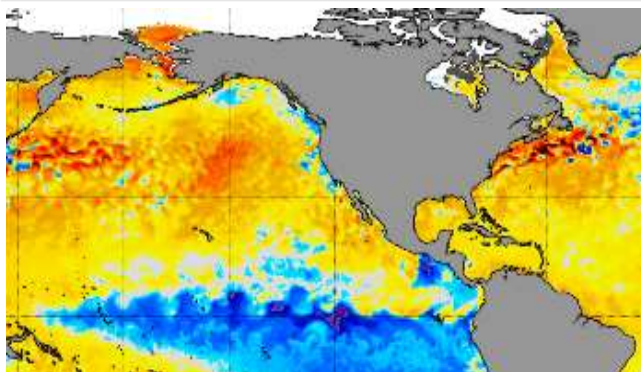
1000 hr dead fuel moisture

- https://gacc.nifc.gov/oscc/fuelsFireDanger_Thousand.php



100 hr dead fuel moisture

- https://gacc.nifc.gov/oscc/fuelsFireDanger_Hundred.php



Current sea surface temperatures

- <https://www.ospo.noaa.gov/Products/ocean/sst/anomaly/>



RSF Fire and the Community.

E263 delivers Santa Claus to the Farms Clubhouse - December 5, 2021.
Captain Correy Cooper, Engineer Scott Schieber and Firefighter Josh Guzman.



Elfin Forest Town Council "Keepin it Rural" 5k/10k Race Event was December 5 ,2021

The 6th year of the event and RSF Fire providing safety for the race participants (reference race map).

Safety Team: B261, S266, C2602, 2 Fire Line Medics along with AMR

5k →
10k →
water 💧
mile markers 1 1

5K Route Instructions

1. start Cielo Trail
2. right Ridgeline Maintenance
3. right Mariposa trail
4. right Ridgeline Maintenance
5. right Tyke's Hike
6. right to Ridge-top Picnic area
7. right Ridgeline Maintenance
15. left Quail Trail
16. straight Equine Equine Loop
17. continue Equine Incline loop
18. left Manzanita Trail
19. right Ridgeline Maintenance
20. left Cielo Trail

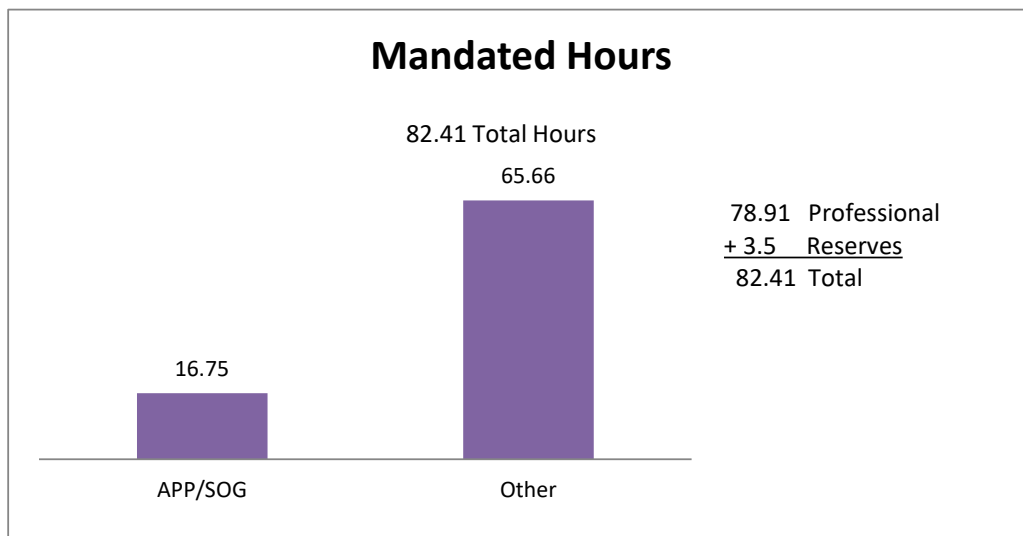
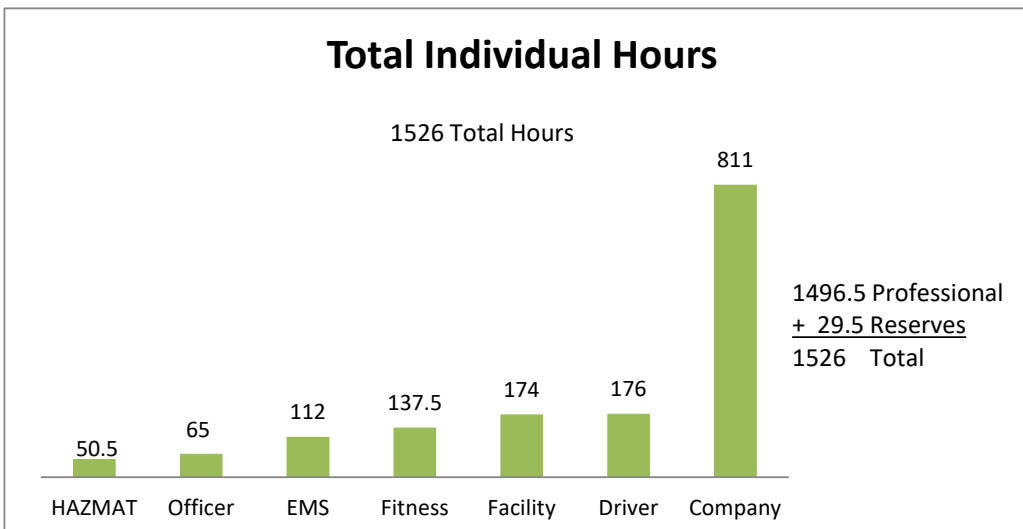
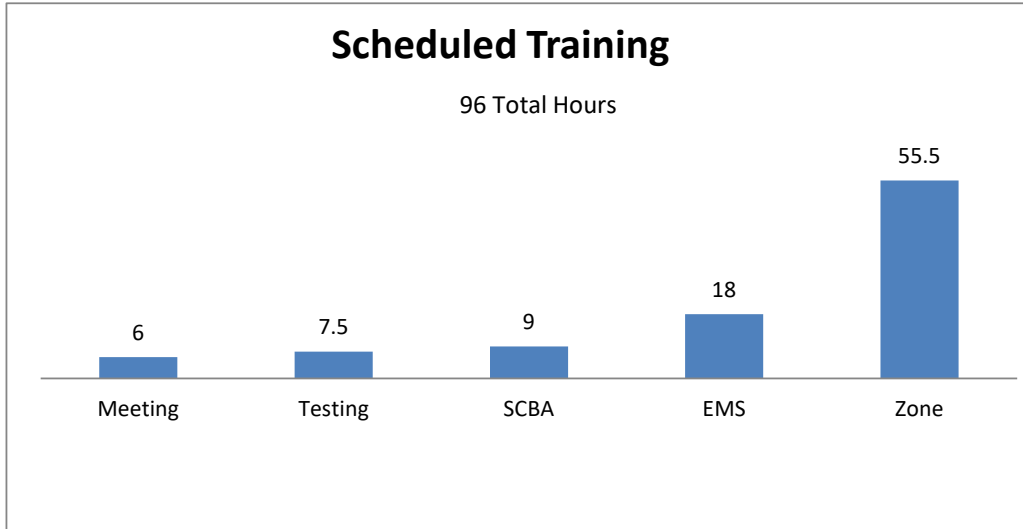
10K Route Instructions

1. start Cielo Trail
2. right Ridgeline Maintenance
3. right Mariposa trail
4. right Ridgeline Maintenance
5. right Tyke's Hike
6. right to Ridge-top Picnic area
7. right Ridgeline Maintenance
8. right Ridgeline Maintenance
9. right Lake Hodges Overlook
10. right Witch Trail
11. veer left Lake Hodges Overlook
12. right Lake Hodges Overlook
13. left Ridgeline Maintenance
14. left Ridgeline Maintenance
16. straight Equine Loop Trail
17. straight Equine Loop Trail
18. left Manzanita Trail
19. right Ridgeline Maintenance
20. left Cielo Trail

map 4


THE ELFIN FOREST
 "KEEPIN' IT RURAL" 5K/10K HIKE AND TRAIL RUN

**Training Division
November 2021**



See next page for descriptions.

Training Division - Descriptions

Scheduled Training		
Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.		
Total Individual Hours - 6 Subjects		
Subject	Definition	Examples
Company	Documentation of all Company Training that is not Driver, Officer, Haz-Mat, or Facility Training.	Aerial Ladder, Hose, Ladders, Physical Fitness, SCBA, Technical Rescue, Ventilation, etc.
Driver	This is for documenting Driver Training hours. Per ISO standards employees considered a "Driver" will be required to complete 12 hours of Driver Training annually. You can use this same form to record Driver Training hours for Non-Drivers and it will be counted towards Company Training.	Apparatus Inspections & Maintenance, Basic Hydraulics, Defensive Driving, Maps, Driving Heavy Vehicles, Etc.
Facility	This is live training conducted at an approved site. For the location to be approved it must have at least two acres on the property, a three story tower, and a burn facility. It is also important to note that the training must not just occur on the approved site, but the facility itself must be used. If your users are just sitting in a classroom at an approved site, this cannot count towards facility hours and the completion would need to be applied elsewhere. However, if the classroom portion was followed by utilization of the facility, the entire time could count towards Facility Training.	Company Evolutions, NFPA 1410 Driver/Operator, NFPA 1002 Fire Officer, NFPA 1021 Firefighter Skills, NFPA 1001 Hazardous Materials, NFPA 472 Live Fire, NFPA 1403 Other NFPA Fire Based Training
HazMat	This is for documenting Hazardous Materials Training hours. Per ISO standards all firefighters are required to complete 6 hours of Hazardous Materials Training annually.	DOT Guidebook Review, Decontamination Procedures, First Responder Operations, Etc.
Officer	Per ISO standards employees considered a "Officer" will be required to complete 12 hours of Officer Training annually. You can use this same form to record Officer Training hours for Non-Officers and it will be counted towards Company Training.	Dispatch, General Education, Meetings, Orientation, Exam, Management Principles, Personnel, Promotional, Public Relations, Etc.
EMS	EMS is not tracked or required by Insurance service Organization for Rating. EMS Continuing Education is tracked for recertification of Paramedics (48/2yrs) and EMT (24/2yrs). Through Emergency Service Medical Administration (EMSA).	Continuing Education and SIMS
Mandated Hours		
Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.		

PLAN REVIEWS					
Plan Type	# of New Reviews	# of Resubmittals	Approved New SQFT (Mit Fees)	SQFT Reviewed (No Mit Fees)	Total SQFT Reviewed
New Residential	20		80604	29314	109918
Residential Additions/Remodels	8	5	5119	4156	9275
New Commercial	1	0	0	6200	6200
Commercial T.I.	12	0	0	35466	35466
Tents/Special Events	2	0	0	0	0
Rack Storage	0	0	0	0	0
Preliminary	3	2	13380	2246	15626
Fire Suppression Systems	8	0	0	0	0
Alarms	0	0	0	0	0
Landscaping	26	8	0	0	0
Grading/Mylars/Improvement Plans	6	0	0	0	0
Underground	1	0	0	0	0
Hood System	0	0	0	0	0
Tanks	0	0	0	0	0
Cell Sites	0	0	0	0	0
DSS/CCL	0	0	0	0	0
DPLU	2	1	0	0	0
Solar Panels	3	0	0	0	0
High Piled Storage	1	0	0	0	0
High Hazard/Communications/Other	1	0	0	0	0
Spray Booth	0	0	0	0	0
Fire Protection Plans	0	0	0	0	0
Technical Reports	1	0	0	0	0
TOTAL	95	16	99103	77382	176,485

INSPECTIONS	
Inspection Type	# of Inspections
Alarms	-
Fire Supression Systems	8
Building Construction	9
Landscaping	10
Tent/Special Event	5
Gates/Knox	4
Site Visit	1
Technical Report/FPP	1
Underground	-
Annual Inspection	19
DSS Licensing	-
Other	2
TOTAL	59

SPECIAL PROJECTS	
Project Type	# of Projects
Grants	-
GIS	1
Forms (Updates/New)	1
Project Research	1
Computer Programming/I.T.	-
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formatting/ Design	-
Other	-
TOTAL	3

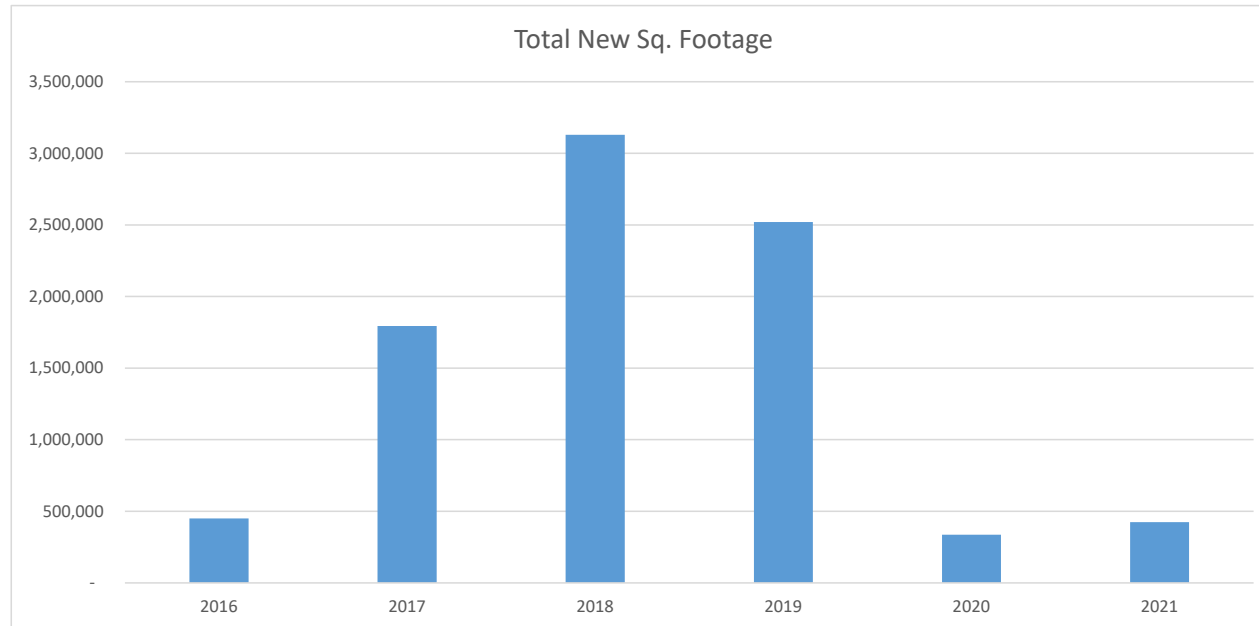
MEETINGS	
Meeting Type	# of Meetings
H.O.A	2
Staff	8
Board	1
On-Site Project Meetings	8
In-Office Project Meetings	19
Shift	-
Captain's	-
Weed Abatement	3
County	1
Code Development	-
Support/I.T. Development	-
San Diego County FPO's	5
Community Stakeholder Meetings	-
North Zone	1
Other	3
TOTAL	51

TRAINING/EDUCATION	
Class Name	Dates
TOTAL	

WEED ABATEMENT	
Activity	# of Inspections
Weed Abatement Inspection	11
Weed Abatement Reinspection	12
1st Notice	6
Final Notice	12
Posting	-
Notices Printed	-
Abated	1
Forced Abatement	1
TOTAL	

OFFICE SUPPORT	
Activity	# Completed
Phone Calls	568
Correspondence	2,977
Walk in/Counter	208
Knox Application Request	3
Burn Permits	3
Plans Accepted/Routed	64
Special Projects	-
Scanning Documents/Electronic Files	151
Meetings: Admin/Prevention/Admin Shift	1
Post Office Runs	-
Deposit Runs/Preparations	3
TOTAL	3,978

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary



Total New Square Footage (*Reflected in Chart Above)

Year	Total
2016	450,437
2017	1,793,936
2018	3,128,964
2019	2,519,545
2020	336,899
2021	424,766

2020 Total New Square Footage Only

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	29,226	41,043	38,102	25,751	38,400	7,290	16,516	15,384	77,848	15,070	22,529	9,740
2021	29,808	23,298	50,000	29,760	7,104	19,361	24,413	1,794	33,357	106,768	99,103	

Comparison 2019/2020/2021 Total Reviewed Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	240,861	691,306	274,736	307,024	412,556	248,869	287,395	424,065	250,518	742,439	440,335	137,995
2020	40,748	86,593	145,794	76,506	54,651	42,950	47,950	91,532	163,417	127,963	59,192	47,677
2021	90,462	89,135	111,456	98,218	118,557	151,000	203,116	254,055	312,253	176,485	171,023	

RESOLUTION No. 2021-25

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S EXECUTIVE ORDERS N-25-30, ISSUED MARCH 12, 2020; N-33-20 ISSUED MARCH 19, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF RANCHO SANTA FE FIRE PROTECTION DISTRICT FOR THE PERIOD DECEMBER 18, 2021 TO JANUARY 17, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Rancho Santa Fe Fire Protection District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Rancho Santa Fe Fire Protection District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-16 on September 29, 2021, finding that the requisite conditions exist for the legislative bodies of Rancho Santa Fe Fire Protection District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, specifically, the Covid-19 state of emergency remains active and the Governor's Covid-19 Emergency Proclamation of March 4, 2020 remains in effect; and

WHEREAS, the Board of Directors does hereby find that, social distancing has been ordered by state and local public health authorities due to the imminent health and safety risks of in person contacts and meetings during the COVID-19 emergency; and

WHEREAS, the Board of Directors recognizes the social distancing orders of state and local public health authorities, and hereby finds that the state of emergency related to Covid-19, and the risk of contagion of Covid-19 for attendees at in-person meetings has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and

WHEREAS, the Board of Directors desires to affirm a local emergency exists, re-ratify the proclamation of state of emergency by the Governor of March 4, 2020, and re-ratify the state and local orders of public health authorities for social distancing; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Rancho Santa Fe Fire Protection District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors adopted virtual meeting protocols on April 15, 2020, which include options for public participation.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF Rancho Santa Fe Fire Protection District DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency related to COVID-19 in the District and proclaims that a local emergency persists throughout the District, recognizes that social distancing orders have been issued by state and local public health authorities, and finds that in person meetings would present imminent risks to the health and safety of attendees.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Staff and legislative bodies of Rancho Santa Fe Fire Protection District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) January 17, 2022, or such time the Board of

Directors adopts a subsequent resolution in accordance with Government Code section 54953(e) (3) to extend the time during which the legislative bodies of Rancho Santa Fe Fire Protection District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Rancho Santa Fe Fire Protection District], this 15th day of December 2021 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James H. Ashcraft
Board President

ATTEST:

Alicea Caccavo
Board Clerk

RESOLUTION No. 2021-26

A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Honoring Retiring Fire Chief Frederick W. Cox

WHEREAS, Frederick W. Cox began his service with Rancho Santa Fe Fire Protection District on June 25, 1990; and will retire from the District on December 15, 2021; and

WHEREAS, Frederick W. Cox has been an invaluable employee of the District for 31 years promoting through the ranks of Firefighter, Engineer, Captain, Battalion Chief, Deputy Chief, and Fire Chief; and

WHEREAS, Frederick W. Cox has been a committed and dedicated public servant, and has worked tirelessly and cooperatively to promote the safety and well-being of the citizens of Rancho Santa Fe and surrounding communities; and

WHEREAS, Fire Chief Cox distinguished himself by responding to several large scale disasters including Paint Mountain Fire, Del Dios Fire, Harmony Grove Fire, Pines Fire, Bernardo Point Fire, Cedar Fire, Zacca Fire, Witch Creek Fire, Bernardo Fire, Coco's Fire and several others throughout the state helping to protect the citizens of the District, the County of San Diego, and the State of California; and

WHEREAS, during his time as the Fire Chief, he obtained an Insurance Services Office (ISO) classification rating of 2; was involved in the Fire Station 5 design, build and completion; successfully negotiated the Station 1 lease and remodel with the Rancho Santa Fe Patrol and the North County Joint Powers Authority; and

WHEREAS, Fire Chief Cox successfully secured over 1.2 million dollars in grant funds including the grant from the Federal Emergency Management Agency (FEMA) Firefighter Grant for three (3) firefighters and two (2) Volunteer Recruitment/Retention Coordinator positions for the Reserve Program; and

WHEREAS, Fire Chief Cox was awarded Firefighter of the Year in 1996; and

WHEREAS, Fire Chief Cox oversaw the District's Fleet Maintenance program for 9 years, wrote Request for Proposal's (RFP's) and contract administration and acquired an Office of Emergency Services (OES) Type III, purchased 1 Type I & 1 Type III engines (only 1 engine away from having all red fleet) of District fire apparatus, staff vehicles and equipment; and

WHEREAS, the members of the Board of Directors wish to thank Fire Chief Cox for his dedicated years of service and many contributions to the District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby expresses its gratitude to Fire Chief Frederick W. Cox for his 31 years of service; and for all that he has contributed to members and citizens of the Rancho Santa Fe Fire Protection District.

BE IT FURTHER RESOLVED, that the Board of Directors does hereby wish Fred W. Cox a well-deserved, most satisfying and rewarding retirement.

FURTHER RESOLVED, that a copy of this resolution be presented to as a token of our respect and appreciation.

Adopted this the ____ day of _____, 2021

Jim Ashcraft, Board President

Attest:

Alicea Caccavo
Board Clerk

STAFF REPORT

NO. FY 21-22

TO: BOARD OF DIRECTORS
FROM: FRED COX, FIRE CHIEF
SUBJECT: ACCEPTANCE OF GRANT
DATE: DECEMBER 15, 2021



RECOMMENDATION

Staff recommends the Board of Directors accept a grant in the amount of \$8,905.00 from the Rancho Santa Fe Fire Foundation for the purchase of one (1) Multi-Force Door (*forcible entry door simulator*).

BACKGROUND

At the direction of the RSF Fire Foundation, it was requested that Fire District staff put together a wish list of new equipment that would enhance training and the level of service provided to community. Staff has compiled a list by surveying the entire workforce with an order of priority assigned to each item. The first priority was for forcible entry training props which will be utilized at the District's training facility.

RSF Fire Foundation being our biggest partner in making sure the District's needs are met has generously granted the funding for the purchase of the training prop.

The Fire District and all its members wish to sincerely thank the RSF Fire Foundation for its gracious donation and for being such an ardent supporter of Fire District and its personnel.

RANCHO SANTA FE FIRE DISTRICT FIRE FOUNDATION Grant Proposal

AGENCY NAME: Rancho Santa Fe Fire Protection District

GRANT APPLICANT / AGENCY ADDRESS: P.O. Box 410 Rancho Santa Fe, CA 92067

GRANT APPLICANT / AGENCY CONTACT NAME: Fred Cox

E-MAIL ADDRESS: Cox@rsf-fire.org **PHONE:** (858) 775- 7601

DESCRIBE GRANT REQUEST: The Rancho Santa Fe Fire District is seeking grant assistance for a forcible-entry training prop. The District currently does not have any such prop at its training facility to simulate forcible entry. This heavy duty prop will provide for years of service and will allow our members to conduct realistic training exercises. The prop will also be made available for use by any fire agency who trains at the District's facility.

The Multi-Force door prop allows firefighters to train members on techniques such as inward-opening doors, outward-opening doors, left-hand and right-hand swinging door, with metal or wood jambs, using halligan and flat head axe or maul. This was the #1 item on the Firefighters request list.



EQUIPMENT COST: \$8,905 w/shipping & handling

INSTALLATION COST: \$0

TRAINING COST: \$0

TOTAL ESTIMATED PROJECT COST: \$8,905



"THE KEY TO FORCIBLE ENTRY"

3795 Martin Court, Seaford, NY 11783
 Tel: 516-308-3132 Fax: 516-765-3065
www.FirehouseInnovations.com

PRICE QUOTE

July 23, 2021 valid for 60 days

PURCHASER (s): Ranch Santa Fe Fire Protection District 18027 Calle Ambiente PO Box 410 Rancho Santa Fe, CA 92067 858-756-5971	SHIP TO: Ranch Santa Fe Fire Protection District 18027 Calle Ambiente Rancho Santa Fe, CA 92067
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Attn: Nick Brandow brandow@rsf-fire.org

You recently requested pricing information from our company. Here is our quote:

Quantity and description of item	Price per unit	Price
One (1) Multi-Force Door (<i>Forcible Entry Door Simulator</i>) **includes FE Training DVD etc. (<i>see Packing Slip</i>)	6,900.00	\$ 6,900.00
Additional Features if Requested: <input checked="" type="checkbox"/> check box add to total		
<input checked="" type="checkbox"/> Cutting Station \$300	300.00	300.00
<input checked="" type="checkbox"/> Battering Ram Attachment \$450	450.00	450.00
Shipping & Handling - (Hydraulic Liftgate Service-Delivery): Or Purchaser can pick up the doors includes Train the Trainers - 2 hours: \$300 Approx. miles from 11783 to 01830		1,255.00
We do not have NEXUS in California and are not required to collect Sales Tax, however if you are not Tax Exempt you would be required to pay Use Tax directly. www.cdtfa.ca.gov/taxes-and-fees/sutprograms.htm		
IMPORTANT NOTE: Payment by credit card will incur a convenience fee of 3.5% of your total payment.		
TOTAL:		\$8,905.00

Also attached is a copy of our Contract of Sale (2 pages). Please complete and return a signed copy OR your Purchase Order. Please provide a copy of your Certificate of Tax Exemption for our records.

Sincerely,
Mike Perrone, President
miperro56@aol.com

ORDINANCE No. 2022-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING FEES FOR SERVICES BY REFERENCE TO THE CALIFORNIA HEALTH AND SAFETY CODE SECTION 13916 AND SECTION 13919 AND REPEALING ORDINANCE 2019-01.

The Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego ordains as follows:

ARTICLE I. The Rancho Santa Fe Fire Protection District has incurred un-reimbursed discretionary development costs and is anticipating that further new discretionary development will occur within the District, which will place a greater demand on the existing staffing resources of the fire prevention bureau. Escalating demands have also been placed upon suppression personnel in conducting increasingly numerous and complex occupancy inspections.

ARTICLE II. The Rancho Santa Fe Fire Protection District is charged with the responsibility of enforcing applicable codes pertaining to fire and panic safety and other regulations of the State Fire Marshal pursuant to Section 13146 of the California Health & Safety Code.

ARTICLE III. The Rancho Santa Fe Fire Protection District incurs additional costs in lost personnel hours and expended District resources when said fire prevention services are of a recurrent nature and the result of discretionary development. The District charges fees to recover costs incurred for the provision of said services, however, said fees require periodic revision to reflect current personnel costs.

ARTICLE IV. The Fire Chief may impose a fee for recovery of expenses incurred as a result of activities undertaken pursuant to enforcing the fire prevention provisions of the fire code, pursuant Health and Safety Code Section 13916 and 13919 and Govt. Code Section 66014.

ARTICLE V. Fire District fees are based upon the actual costs incurred by the fire agency, which are based upon the total compensation of the employee(s) providing a particular service and include total personnel hours utilized for plan review, file review, database information entry, travel to and from the site, written response, site inspection, and support costs.

ARTICLE VI. The actual fee shall be paid by the applicant to the fire district at time of application or submittal to cover the actual costs in accordance with the aforementioned schedule for an *INSPECTION* or *PLAN REVIEW* or any *OTHER SERVICES* listed on the fee schedule.

ARTICLE VII. The cost for the provision of said services shall not exceed the costs reasonably borne by the District.

ARTICLE VIII. In the event that fees are not paid at the time of application or upon request for additional fees, the District shall not be obligated to process, approve, or take further action on renewable permits, installation, removal, activity or alteration permits, inspections, plan reviews, or other services necessitating a fee as delineated in the Fire District Fee Schedule.

ARTICLE IX. The Board of Directors hereby declares that should any section, paragraph, sentence or word of this ordinance or of the Fire District Fee Schedule referenced herein be declared for any reason to be invalid, it is the intent of the Board that it would have adopted all other portions of this ordinance independent of the elimination there from of any such portion as may be declared invalid.

ARTICLE X. The Board of Directors, the Fire Chief or their designee shall have the ability to waive any and all fees as adopted by a Resolution of the Board of Directors. When fees are waived, a report shall be provided at the next Board of Directors meeting.

ARTICLE XI. The Board of Directors of the Rancho Santa Fe Fire Protection District does hereby approve the adoption of the attached Schedule of Fire District Services and Fees (Attachment A).

ARTICLE XII. Ordinance 2019-01 is hereby repealed.

ARTICLE XIII.

The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect forty-five (45) days after its final passage at a public hearing as required by law.

First Read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, on the 15th day of September, 2021. A second reading occurred on a regularly scheduled meeting on the 20th day of October, 2021, a third reading on 17th day of November, 2021, and a final reading this 15th day of December, 2021 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James Ashcraft
President

ATTEST

Alicea Caccavo
Board Clerk

ORDINANCE No. 2022-02

AN ORDINANCE OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT REPEALING ORDINANCE No. 2019-02 AND ENACTING ORDINANCE 2022-02 RELATING TO VEGETATION MANAGEMENT, DEFENSIBLE SPACE, AND DECLARING CERTAIN VEGETATION, AND CERTAIN WASTE MATTER A PUBLIC NUISANCE, AND PROVIDING FOR THE REMOVAL THEREOF.

The Board of Directors of the Rancho Santa Fe Fire Protection District ordains as follows:

Article I. The Rancho Santa Fe Fire Protection District finds and determines that the purpose of this Ordinance is to prohibit the accumulation of combustible vegetation, dead, dying, or diseased trees, green waste, waste matter, and other flammable/combustible materials. The aforementioned materials increase the extreme dangers to the health, welfare, and safety of residents and threaten eminent destruction to property and the environment. This intention of the ordinance is to bolster overall community resilience through increased defensible space for habitable structures and create a defensible area for fire suppression personnel to operate during a wildfire by requiring the abatement of combustible vegetation and materials. The ordinance provides for public nuisance abatement when property owners allow combustible vegetation and other flammable materials to accumulate in violation of this ordinance.

Article II. All parcels in the Rancho Santa Fe Fire Protection District have been identified and designated as either a Moderate, High or Very High Fire Hazard Severity Zone by the Rancho Santa Fe Fire Protection District in accordance with the Fire and Resource Assessment Program (FRAP) Map. The Rancho Santa Fe Fire Protection District is located in a mountainous and/or hilly region of southern California. The Rancho Santa Fe Fire Protection District contains or adjoins forest-covered lands, brush-covered lands, grass covered lands, or other land which is covered with combustible vegetation. All native vegetation within the Rancho Santa Fe Fire Protection District constitutes as a seasonal and recurrent nuisance pursuant to Health and Safety Code, Section 14900.5.

Article III. Catastrophic wildfire events pose a serious threat to the preservation of public peace, health and safety within any wildland urban interface and intermix communities. The proper implementation and enforcement of vegetation management regulations and landscaping requirements have been proven to reduce the impact from destructive wildfires through the mitigation of hazardous fuel conditions around homes and roadways.

Article IV. Over the last two (2) decades, wildfires with extreme fire behavior are occurring more often and growing larger in size. Eighteen (18) of the twenty (20) most destructive wildland fires in the State of California have occurred in the last twenty (20) years. Rancho Santa Fe Fire Protection District in particular has a history of destructive wildfires which have burned within its boundaries. These include the Paint Mountain Fire, Del Dios I and Del Dios II Fires, Harmony Grove Fire, Witch Creek Fire, Coco's Fire, and the Bernardo Fire.

Article V. The enactment of this Ordinance is pursuant to the authority granted under the Health and Safety Code, Sections 13861(h); 13879 and 14875 et seq.; and 14930 as well as authority granted

under the Public Resource Code, Sections 4290 (a) and 4291 (a)-(f) and the California Code of Regulations, Title 14, Division 1.5, Chapter 7, Subchapter 2 Article 1 Section 1272.00.

Article VI. Abatement and Management of Certain Vegetation, and Certain Waste Matter.

Section 1. DEFINITIONS.

1.01 COMBUSTIBLE VEGETATION, means any vegetation in its natural state will ignite, burn and transmit fire from native or landscaped plants to any building or other vegetation. Combustible vegetation includes dry grass, brush, weeds, litter, and any vegetation that is dead, dying, or diseased, dead palm fronds (skirts), or other combustible vegetation which creates a fire hazard.

1.02 COMBUSTIBLE MULCH is any layer of material applied to the surface of soil and in its natural state, will ignite, burn and be capable of transmitting fire to the landscape or to any structure. Combustible mulch shall be categorized as:

1.01.1 ORGANIC COMBUSTIBLE MULCH (Least to Greatest Fire Behavior)

- a. COMPOSTED WOOD CHIPS (Least amount of Fire Behavior) – combination of decomposed wood chips and other organic materials which is finely screened to create a product commonly sold commercially as a mulch. Composted Wood Chip Mulch has the least amount of fire behavior in regard to temperature, rate of spread and flame height. (Acceptable in Zones 2 and 3)
- b. WOOD PRODUCTS, BARK AND NUGGET MULCH – fine to coarse organic mulch produced by mechanically grinding, chipping, or shredding trees or pine tree bark. Examples include commonly sold commercially as chipped or shredded wood products, logging waste, bark or wood nuggets, needles, and recycled pallets. (Acceptable in Zone 3)
- c. VEGETATION WASTE MULCH – fine to coarse organic mulch produced by mechanically grinding, chipping or shredding of cut or removed vegetation waste typically created from on-site material such as; brush, leaves, needles, tree branches. (Acceptable in Zone 3)

1.01.2 NON-ORGANIC COMBUSTIBLE MULCH

- a. RUBBER MULCH (Greatest Fire Behavior) – is chipped or shredded mulch created from 100 percent recycled rubber. Rubber mulch demonstrates the ability to generate the greatest fire behavior. The application of rubber mulch is not acceptable in Zones 1 - 3.

EXCEPTION: The application of rubber mulch around a playground structure requires the rubber mulch must be greater than thirty (30) feet away from any habitable structure and not to exceed 200 SQFT in total area.

1.03 DEFENSIBLE SPACE is the area either natural or man-made where materials capable of allowing a fire to spread unchecked has been treated, cleared, or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur. Distance

measurements for defensible space shall be measured on a horizontal plane.

1.04 FIRE HAZARD is any condition or conduct which, in the opinion of the Fire Chief or their designee: (a) increases or may increase the threat of fire to a greater degree than customarily recognized as normal by persons in public service regularly engaged in preventing, suppressing or extinguishing fire or; (b) may obstruct, delay, hinder or interfere with the operations of the fire department or the egress of occupants in the event of fire.

1.05 FUEL MODIFICATION ZONE is a strip of land where COMBUSTIBLE VEGETATION has been thinned, modified or both; and may be partially or totally replaced with approved drought-tolerant, fire-resistant, and/or irrigated plants to provide an acceptable level of risk from vegetation fires. A fuel modification zone reduces radiant and convective heat on a structure and provides a valuable defensible space for fire suppression to make an effective stand against an approaching fire front.

1.06 GREEN WASTE includes, but is not limited to, organic material such as yard trimmings, plant waste, untreated wood wastes, paper products, natural fiber products, mulch, and compost.

1.07 IMPROVEMENT means any building or structure, permanent or temporary, erected for the support, shelter, or enclosure of persons, animals, chattels, or property of any kind located in the unincorporated area of the County of San Diego and shall include agricultural crops. For purposes of this term, "improvement" shall not include fences, similar barriers enclosing, or separating areas of land.

1.08 NOXIOUS WEED shall mean any species of plant that is, or is liable to be, troublesome, aggressive, intrusive, detrimental, or destructive to agriculture, silviculture, or important native species, and difficult to control or eradicate, as defined in the California Food and Agricultural Code, Section 5004.

1.09 PARCEL means any contiguous quantity of land in the possession of, owned by, or recorded as the property of, the same person or entity, and which is located in the unincorporated area of the County of San Diego.

1.10 RESPONSIBLE PARTY includes, but is not limited to, any person, firm, partnership, or corporation owning, renting, leasing, or otherwise controlling any parcel located in the unincorporated area of the County of San Diego.

1.11 RUBBISH is waste material including, but not limited to, garbage, wastepaper, and debris from construction or demolition.

1.12 WATERCOURSE is defined as any surface water body in which waters from a tributary drainage area of 100 acres or larger flow in a definite direction or course, either continuously or intermittently, and any area adjacent thereto which is subject to inundation from a 100-year flood. Watercourse includes any arroyo, canal, channel, conduit, creek, culvert, ditch, drain, gully, ravine, reservoir, stream, wash, waterway, or wetland.

Section 2. CERTAIN VEGETATION AND OTHER ITEMS DECLARED A PUBLIC NUISANCE.

2.01 The following are declared to be public nuisances within the areas of the Rancho Santa Fe Fire Protection District and it shall be the responsibility of the owner of the parcel, upon which such nuisance exists, to abate such nuisances at his or her own expense whenever they may exist:

2.01.1 All weeds, combustible vegetation, green waste, rubbish, and other such accumulations of combustible materials that are within one hundred (100) feet of any building or structure designed or intended for occupancy by humans or animals that violate the defensible space requirements of this ordinance.

2.01.2 Any vegetation growing upon the streets, sidewalks or upon private or public property within the Rancho Santa Fe Fire Protection District, which by reason of its size, type, manner of growth, proximity to any building, or improvements, which when dry will with reasonable probability constitute a fire hazard. This vegetation or other items are hereby declared to be a public nuisance and shall be abated to the satisfaction of the Fire Chief or their designee.

Please note: AESTHETICS is not a consideration in determining the presence of a fire hazard.

2.01.3 INVASIVE SPECIES. Any noxious or invasive weed or plant designated by a Federal, State, or County government as injurious to public health, agriculture, recreation, wildlife, or property shall be eradicated on properties in the Rancho Santa Fe Fire Protection District.

Section 3. WASTE MATTER DECLARED A PUBLIC NUISANCE.

3.01 Waste matter as hereinafter defined, which by reason of its location and character would hamper or interfere with the prevention or suppression of fire upon the premises or adjacent premises, or the abatement of a nuisance as defined by the Health and Safety Code, Section 12510, is hereby declared a public nuisance.

Section 4. WASTE MATERIAL.

4.01 WASTE MATERIAL is defined for the purpose of this section as unused or discarded matter having no substantial market value, which is exposed to the elements and is not enclosed in any structure or otherwise concealed from public view. Examples consist of; rubble, asphalt, dead vegetation stockpiled, mulch piles, garbage and other combustible material.

Section 5. CLEARANCE OF BRUSH OR VEGETATIVE GROWTH FROM STRUCTURES TO CREATE DEFENSIBLE SPACE.

5.01 Persons owning, leasing, controlling, operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons owning, leasing or controlling land adjacent to such buildings or structures, shall at all times maintain an effective fuel modification zone/defensible space of one hundred (100) feet from any structure. This one hundred (100) foot defensible space shall be broken down into three (3) distinct zones:

- 5.02 Zone 1: Immediate Zone (0 – 5' feet from a structure):
- 5.02.1 The accumulation of needle and leaf litter shall be removed from roofs, rain gutters, decks, porches, and from the base of the structure's foundation.
 - 5.02.2 For existing landscaping which was District approved and installed before January 1, 2020, the landscape plants shall be fire-resistant (plants which maintain a high-water content), properly irrigated and maintained. Vegetation should not come in contact with the structure. Plant spacing shall be such as not to allow the transfer of fire from plant to plant, or from plant to the structure. Organic combustible mulch may be utilized within this zone, but in no case shall it be closer than twelve (12) inches from any portion of the structure.
 - 5.02.3 Effective January 1, 2020, all new construction or any replacement of landscape installations shall NOT have any organic combustible mulch within five (5) feet from the furthest projection of the structure. Landscaping within Zone 1 is to be fire-resistant (plants which maintain a high-water content), herbaceous plants that are low growing, properly spaced, properly irrigated and maintained. Landscaping shall not come in direct contact with the structure.
 - 5.02.4 Combustible items such as patio furniture, umbrellas, trash receptacles, or other combustible items shall not be stored under decks, exterior stairways and balconies or placed directly adjacent to structures.
 - 5.02.5 Firewood and lumber is not to be stored in Zone 1.
 - 5.02.6 All chimney flues must have an approved spark arrester made of welded or woven wire mesh 12-gauge thickness or greater with openings no greater than ½" inch.
 - 5.02.7 No combustible attachments to a structure are allowed which will transfer flame or heat to the structure such as fences, arbors, awnings, shade sails or other decorative materials. Use of approved non-combustible alternatives are allowed at the discretion of the Rancho Santa Fe Fire Protection District.
 - 5.02.8 Trim and maintain tree canopies a minimum of ten (10) feet away from rooflines and chimney outlets.
- 5.03 Zone 2: Intermediate Zone (6 – 50' feet from a structure):
- 5.03.1 The area from six (6) feet to fifty (50) feet of a building or structure shall be cleared of combustible vegetation. Any weeds or dead grasses shall be cut to a height not to exceed four (4) inches.
 - 5.03.2 All healthy mature trees within Zone 2 shall be limbed up to a minimum height of six (6) feet above the ground. If shrubs are planted underneath the tree, the tree shall be limbed up three (3) times the height of the vegetation under the tree or up to one-third (1/3) of the tree height in order to promote a healthy tree structure and prevent ladder fuels.
 - 5.03.3 If the area in Zone 2 is to be replanted, then the landscaping must be fire-resistant (plants which maintain a high-water content), herbaceous plants that are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines. The plant material cannot

- form a means of rapidly transmitting fire to any structure.
- 5.03.4 Vegetation within Zone 2 that is dead, dying or diseased is to be removed from the property. This includes pest or pathogen infested vegetation, abandoned/neglected orchards and groves. Palm trees shall be kept free of dead palm fronds to prevent older fronds from developing a “skirt”.
 - 5.03.5 Trim and maintain tree canopies a minimum of ten (10) feet away from rooflines and chimney outlets.
 - 5.03.6 Firewood and lumber shall be stored a minimum of thirty (30) feet from any structure; or thirty (30) feet from the property line if there is an adjacent structure next to the property line. Wood storage piles shall have a minimum clearance of ten (10) feet of bare mineral soil, free of vegetation and other combustible material measured on a horizontal plane.
 - 5.03.7 Organic combustible mulch (1.01.1-a) may be used for landscaping. The depth shall not exceed three (3) inches.
 - 5.03.8 Horizontal spacing between tree canopies drip lines shall be maintained at ten (10) feet for flat areas, twenty (20) feet for moderate sloped areas, and thirty (30) feet for steep sloped areas.
 - 5.03.9 Single specimen trees, ornamental shrubbery or ground covers approved by the Rancho Santa Fe Fire Protection District are permissible provided they are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines. The plant material cannot form a means of rapidly transmitting fire to any structure.
- 5.04 Zone 3: Extended Zone (51 – 100’ feet from a structure):
- 5.04.1 Native vegetation may remain in Zone 3 provided the combustible vegetation is modified so to maintain a horizontal spacing of at least three (3) times the height of the combustible vegetation for flat areas, four (4) times the height of the combustible vegetation for moderately sloped areas, and six (6) times the height of combustible vegetation for steep sloped areas. The area must be maintained annually by methods such as mowing, thinning and trimming, or by other means that leave the plant root structure intact to stabilize the soil. Any weeds or dead grasses shall be cut to a height not to exceed four (4) inches.
 - 5.04.2 If the area in Zone 3 is to be replanted, then the landscaping must be fire-resistant (plants which maintain a high-water content), herbaceous plants that are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines.
 - 5.04.3 Vegetation within Zone 3 that is dead, dying or diseased is to be removed from the property. This includes pest or pathogen infested vegetation, abandoned/neglected orchards and groves. Palm trees shall be free of dead palm fronds to prevent older fronds from developing a “skirt”.
 - 5.04.4 All healthy mature trees within Zone 3 shall be limbed up to a minimum height of six (6) feet above the ground. If shrubs are planted underneath the tree, the tree

shall be limbed up three (3) times the height of the materials planted under the tree or up to one-third (1/3) of the tree height in order to promote a healthy tree structure and prevent ladder fuels.

5.04.5 Horizontal spacing between tree canopy drip lines shall be maintained at ten (10) feet for flat areas, twenty (20) feet for moderate sloped areas, and thirty (30) feet for steep sloped areas.

5.04.6 Organic combustible mulch (1.01.1-a, b, c) may be used for landscaping. The depth shall not exceed three (3) inches.

5.04.7 Single specimen trees, ornamental shrubbery or ground covers approved by the Rancho Santa Fe Fire Protection District are permissible provided they are properly spaced, properly irrigated and maintained in accordance with the Rancho Santa Fe Fire Protection District guidelines. The plant material cannot form a means of rapidly transmitting fire to any structure.

Section 6. OTHER DEFENSIBLE SPACE REQUIREMENTS AND FIRE SAFETY ITEMS.

6.01 Liquid Propane Gas tanks shall have a minimum perimeter clearance of ten (10) feet of bare mineral soil clearance, free of vegetation or other combustible material measured on a horizontal plane.

6.02 For private residential or agricultural (less than ten (10) acres in size) photovoltaic or solar arrays shall have all combustible vegetation reduced to a height no greater than six (6) inches and a minimum perimeter clearance of ten (10) feet of combustible materials measured on a horizontal plane.

6.03 Addresses shall be displayed (4" minimum size) in contrasting colors and must be readable from the street or access road. Vegetation growing over, on or in front of an address posting shall be pruned or cut back to maintain visibility.

6.04 Leaf Litter under a well maintained, healthy and limbed up forest or woodland area shall be maintained to a depth no greater than three (3) inches within Zones 2 and 3.

6.05 Non-organic combustible mulch (1.01.2-a) shall not be utilized as a landscaping mulch within Zones 1 – 3. Exception: Rubber mulch may be used in a limited capacity around playground structures and shall be a minimum of thirty (30) feet away from any habitual structure and does not exceed more than 200 sq. ft. in total area.

6.06 Provisions of this ordinance are not intended to conflict with specific fire management and fuel modification plans for master planned communities. If such a conflict occurs, the more restrictive provision shall apply.

6.07 Provisions of this ordinance are not intended to conflict with any Federal or State requirements which may limit vegetation removal in recognizable biological open space zones or vernal pools.

6.08 Provisions of this ordinance are not intended to conflict with regulations of the California Department of Fish and Game or U.S. Fish and Wildlife Service concerning the occurrence of rare, threatened, or endangered species. Landowners who have received a notice regarding their property in areas subject to fuel break clearance within biological open space shall notify both agencies in writing at least ten (10) days prior to vegetation clearing. The agencies will have up to ten (10) days following such notification to; (1) determine whether the proposed clearing complies with State and/or Federal endangered species requirements and (2) to suggest voluntary, alternative abatement measures if feasible and warranted. Failure of the agencies to respond within ten (10) days will allow the landowner to proceed with abatement activities without further delay. Failure by landowners to provide adequate notification as described above may render landowners liable under State and Federal law.

Section 7. INCREASED DEFENSIBLE SPACE MORE THAN 100 FEET FROM STRUCTURES.

7.01 The Fire Chief or their designee may require an increase of defensible space due to topographical or geographical concerns. If required parcels are to maintain a defensible space clearance greater than the required one hundred (100) feet to all habitable structures, a written order shall be issued when this increased defensible space requirement will be required.

7.02 Hazardous conditions outside of the one hundred (100) feet of structures, where the accumulation of combustible vegetation or materials, when deemed hazardous due to the composition, arrangement, or unsafe state of accumulation, such as dead palm tree fronds (skirts), shall be abated when located on public or private property. The hazardous condition when located outside the one hundred (100) feet from structures or twenty (20) feet of roadways, shall be properly documented and deemed a community risk in need of abatement by the Fire Chief or their designee. The partial clearing of weed or dry grasses on a large vacant parcel(s) must be approved in writing by the Fire Chief or their designee. Partial clearings shall not be acceptable without such written agreement. Partial clearing agreements are good only for one year as vegetation growth can vary from year to year.

Section 8. DEFENSIBLE SPACE ALONG PROPERTY LINES.

8.01 No responsible party shall permit on a parcel (with the exception of firewood, Section 5) any accumulation of combustible vegetation, dead, dying or diseased trees, green waste, waste matter, or other flammable/combustible materials within fifty (50) feet of the property line when such accumulation endangers or encroaches on the required Defensible Space for improvements on an adjacent property. The Fire Chief or their designee may require a distance greater than fifty (50) feet but not to exceed one hundred (100) feet when it is determined that the greater distance is necessary to provide Defensible Space for improvements on an adjacent property.

Section 9. VACANT PARCELS.

9.01 Dry grass and weeds on vacant parcels shall be mowed in entirety to a stubble height of no more than four (4) inches. Dead/dying trees, litter, and any accumulation of "waste materials" shall be removed. On vacant parcels, roadway clearance shall be maintained as defined in Section 10.

9.01.1 EXCEPTION: On larger parcels, as determined by the Fire Chief or their designee, partial clearing may be acceptable, depending on circumstance. Those properties approved for partial clearing are to maintain one hundred (100) feet of defensible

space to any structure, neighboring or on site. The entire lot with approval of the Fire Chief or their designee may not need to be cleared in its entirety but shall be a minimum of one hundred (100) feet of clearance around the perimeter of the property if deemed a fire hazard, and a minimum of twenty (20) feet clearance along existing roads and driveways.

Section 10. CLEARANCE OF BRUSH OR VEGETATIVE GROWTH FROM ROADWAYS.

10.01 The Fire Chief or their designee is authorized to have the area within twenty (20) feet on each side of the highways, roads, private streets, and driveways to be cleared of combustible vegetation. Vegetation shall comply with the requirements of the fuel modification zone. Any weeds or dead grasses shall be cut to a height not to exceed four (4) inches. Vegetation shall not protrude into the roadway and shall have a minimum of thirteen (13) feet and six (6) inches vertical clearance free of vegetation. The Fire Chief or their designee are authorized to enter upon private property to ensure the fuel modification zone requirements are met.

10.02.1 EXCEPTION (1): Single specimens of trees, ornamental shrubbery or cultivated ground cover such as green grass, ivy, succulents, or similar plants used as ground covers, provided, that they do not form a means of readily transmitting fire as deemed by the Rancho Santa Fe Fire Protection District.

10.02.2 EXCEPTION (2): Specific areas or developments with fire management plans may require up to thirty (30) feet of roadway clearance dependent on site approval conditioning.

10.02.3 EXCEPTION (3): For severe fire hazard areas and evacuation routes, the Fire Chief or their designee is authorized to require thirty (30) feet of roadway clearance of combustible vegetation and other flammable materials. The roadway shall be compliant with the requirements of the fuel modification zone.

Section 11. ORCHARDS, GROVES OR VINEYARDS.

11.01 All orchards, groves and vineyards shall be kept in a healthy state and maintained as described below. A ten (10) foot perimeter firebreak shall be cleared between any orchard, grove and vineyard and the surrounding native vegetation or ornamental landscaping. Orchards/vineyards shall be kept free of dead and dying trees or vines, combustible debris, and dead foliage. All dead grasses between rows of trees or vines shall either be mowed to a height of four (4) inches or disked to bare soil unless erosion is a factor. Mulch shall not be placed over bare soil without approval from the Rancho Santa Fe Fire Protection District.

Section 12. GRADING.

12.01 The provisions of this chapter shall not be construed to authorize grading which does not comply with the San Diego County regulations regarding grading, clearing and watercourses found within the San Diego County Code of Regulatory Ordinances, Title 8, Division 7.

Section 13. NOTICE TO ABATE HAZARD.

13.01 If it is determined that a public nuisance or fire hazard as herein defined exists on any lot

or premise, or upon any sidewalk, parking lot, parking area or adjacent to such lot or premise, the Fire Chief or their designee will cause a notice to be issued to abate such nuisances.

13.02 Such notice will be headed: "NOTICE TO ABATE HAZARD" which shall, in legible characters, direct the abatement of the nuisance or fire hazard and refer to this article and section for particulars. Notice to Abate Hazard served by means other than posting as provided by this article will contain a description of the property in general terms reasonably sufficient to identify the location of the nuisance.

Section 14. SERVICE OF NOTICE TO ABATE HAZARD.

14.01 The notice required by the Health and Safety Code, § 14875-14922 may be served in any of the following manners:

- 14.01.1 By in-person service on the owner, occupant or person in charge or control of the property.
- 14.01.2 By regular first-class postage prepaid mail addressed to the owner or person in charge and control of the property, at the address shown on the last available assessment roll, or as otherwise known.
- 14.01.3 By posting in a conspicuous place on the land or adjacent public right of way a notice in conformance with the Health and Safety Code, Section 14891 and similar to Section 14892, not more than one hundred (100) feet in distance apart, along such right of way with at least one notice posted on each lot or parcel.
- 14.01.4 It is the sole responsibility of the parcel or property owner to ensure the address with the County of San Diego Tax Assessor is current and valid. Mailings returned for insufficient or invalid addressing shall be considered a valid attempt to notify.

Section 15. APPEAL RIGHT TO BOARD OF DIRECTORS.

15.01 Within ten (10) days from the date of posting, mailing or personal service of the required notice, the owner or person occupying or controlling such lots or premise affected may appeal to the Rancho Santa Fe Fire Protection District Board of Directors. Such appeal will be in writing and will be filed with the Board Clerk. At the regular, special, or adjourned meeting of the Board of Directors, not less than five (5) days nor more than thirty (30) days thereafter, it will proceed to hear and pass upon such appeal, and the decision of the Board of Directors thereupon will be final and conclusive.

Section 16. TIME LIMIT FOR REMOVAL OF NUISANCE.

16.01 It will be the duty of the owner, the agent of the owner, or the person in possession of any lot or premise within the Rancho Santa Fe Fire Protection District to abate the nuisance or fire hazard as stated within fifteen (15) days from the date of notification as provided herein, or in case of an appeal to the Board of Directors, within ten (10) days from the determination thereof, unless the same is sustained.

Section 17. ABATEMENT OF NUISANCE BY FIRE CHIEF.

17.01 If the owner fails or neglects to abate the nuisance as herein defined, within the time specified in the article, the Fire Chief or their designee of the Fire District may cause such nuisances or fire

hazard to be abated. Private contractors may do the abatement work. A report of the proceedings and an accurate account of the cost to abate the nuisance or fire hazard on each separate property will be retained and filed at District's Administrative Offices.

Section 18. EXPENSE OF ABATEMENT REPORT AND HEARING.

18.01 The Accounting Department of the Rancho Santa Fe Fire Protection District will keep an account for the costs of abatement plus an administrative fee for each parcel abated as defined in the Fees for Service ordinance. A written itemized Abatement Report showing the cost of removal and abatement of hazards shall be prepared for the Board's approval. At least three (3) days prior to the date of the hearing a copy of the report will be posted in a public place at the offices of the Rancho Santa Fe Fire Protection District, showing the date and time of the hearing. A copy of the report and notice of hearing date will be sent to the last known owner of the parcel as listed in the San Diego County Assessor's Office. Costs for abatement shall include any and all administrative costs including, but not limited to, cost of mailing, Fire District's personnel time, computer retrieval, plus contractor's abatement costs.

Section 19. GOVERNMENT CODE PROVISIONS ADOPTED AND COLLECTION ASSESSMENTS.

19.01 The provisions of the Government Code, Sections 39580 through 39586 and Health and Safety Code, Section 14912 of the of the State of California incorporated by reference and are made a part of this Ordinance. The San Diego County Auditor & Controller shall enter each assessment in the County Tax Roll opposite the parcel of land. The amount of the assessment shall be collected at the time and in the manner of ordinary, municipal taxes, and if delinquent, the amount is subject to the same penalties and procedure of foreclosure and sale as provided for ordinary municipal taxes. The Rancho Santa Fe Fire Protection District may force abate the problem on behalf of the landowner. Upon said forced abatement, the Rancho Santa Fe Fire Protection District may assess all related costs for cost recovery. Upon completion of the work, the Rancho Santa Fe Fire Protection District may lien the property as described in the prior paragraph or assigns their interest to a private corporation as payment for the work provided. The assignee of said claim shall be authorized to sue for collection of money due. Upon collection on said lawsuit, the Rancho Santa Fe Fire Protection District shall receive the first monies up to what is owed to the Rancho Santa Fe Fire Protection District for services performed, after the Rancho Santa Fe Fire Protection District has been satisfied, the collection facility shall be paid for their work and then the assignees shall be paid. The San Diego County Auditor shall enter each assessment in the San Diego County Tax Roll opposite the parcel of land. The amount of the assessment shall be collected at the time and in the manner of ordinary municipal taxes. If delinquent, the amount is subject to the same penalties and procedure of foreclosure and sale as is provided for ordinary municipal taxes.

Section 20. VIOLATION.

20.01 The owner, occupant, or agent of any lot or premise within the Rancho Santa Fe Fire Protection District who will permit or allow the existence of a public nuisance as defined in this Ordinance, upon any lot or premise owned, occupied, or controlled by him or her, or who shall violate any of the provisions of this Ordinance, shall be guilty of a misdemeanor and upon conviction thereof be subject to a fine of not more than seven-hundred and ninety four dollars (\$794.00), or to imprisonment

for a period not exceeding six (6) months or both.

Section 21. VALIDITY.

21.01 The Board of Directors hereby declares that should any section, paragraph, sentence or word of this Ordinance or the Codes or Ordinances referenced herein be declared for any reason to be invalid, it is the intent of this Board that it would have adopted all other portions of this Ordinance independent of the eliminations from any such portion as may be declared invalid.

Section 22. DATE OF EFFECT.

22.01 The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect thirty (30) days after its final passage at a public hearing as required by law, thus repealing Ordinance No. 2019-02.

First Read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, on the 17th day of November, 2021. A public hearing was held on December 15, 2021 and said Ordinance was adopted and ordered published in the manner required by law at their regular meeting on the 15th day of December, 2021 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James H. Ashcraft
President

ATTEST:

Alicea Caccavo
Board Clerk

ORDINANCE No. 2022-03

AN ORDINANCE OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT DECLARING THAT ALL PARCELS OF LAND WITHIN THE BOUNDARIES OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ARE TO REMAIN IN COMPLIANCE WITH ANY LOCAL ORDINANCES, INCLUDING PROOF OF COMPLIANCE UPON TRANSFER OF REAL PROPERTY

WHEREAS, The Board of Directors of the Rancho Santa Fe Fire Protection District recognize the impacts of climatic change with extended periods of droughts, wildfires with more extreme fire behavior are occurring more often and growing larger in size. Eighteen (18) of the twenty (20) most destructive wildland fires in the State of California have occurred in the last twenty (20) years; and

WHEREAS, The Rancho Santa Fe Fire Protection District in particular has a history of destructive wildfires which have burned within its boundaries causing the loss of life and property. These include the Paint Mountain Fire, Del Dios I and Del Dios II Fires, Harmony Grove Fire, Witch Creek Fire, Coco's Fire and the Bernardo Fire; and

WHEREAS, The Rancho Santa Fe Fire Protection District contains or adjoins to forest-covered lands, brush covered lands, grass covered lands, and other land containing combustible vegetation. All native vegetation within the Rancho Santa Fe Fire Protection District is highly combustible and conducive to rapid fire spread and extreme fire behavior; and

WHEREAS, The Rancho Santa Fe Fire Protection District is subject to extreme weather such as Santa Ana, Diablo and Mono winds which have been identified as a major cause of uncontrolled wildfire; and

WHEREAS, The Rancho Santa Fe Fire Protection District understands a wildfire recognizes no boundaries and that the wildfire flame front is not the only source of risk since embers, or firebrands, travel far beyond the area impacted by the front and pose a risk of ignition to adjoining lands or structures; and

WHEREAS, Wildfires pose a serious threat to the preservation of the public peace, health, or safety; and while the prevention of wildland fires is a matter of statewide concern, local governments may impose more restrictive fire and public safety requirements, as otherwise authorized by law. The Board of Directors of the Rancho Santa Fe Fire Protection District finds it necessary to establish a local Ordinance based on findings specific to the locale necessary for the protection of life, property, and environment; and

WHEREAS, Fire Protection District Law of 1987, Section 13860 allows a Fire District to adopt ordinances following the procedures of Government Code Title 3, Division 2, Chapter 1, Article 7, Section 25120.

THEREFORE, this Board ordains as follows:

Article I. As required by the Health and Safety Code Section 17958, the Rancho Santa Fe Board of Directors does hereby make express findings that are necessary for the protection of the public from

wildfire due certain climatic, topographic or geographical features existing in the County of San Diego. The following definitions shall apply to those qualifying conditions:

1.01. Climate: The average course or condition of the weather at a particular place over a period of many years as exhibited in absolute extreme, means and frequencies of given departures from these means. Climatic considerations:

- a) Precipitation
- b) Temperatures
- c) Relative humidifies
- d) Wind speed and duration of periods of high velocity
- e) Wind direction
- f) Fog and other atmospheric conditions.

1.02. Topography: The configuration of landmass surface, including its relief (elevation) and the position of its natural and man-made features that affect the ability to cross or transit a terrain. Topographic considerations should be given to the presence of the following topographical elements:

- a) Elevation and ranges of elevation
- b) Location of ridges, drainages and escarpments
- c) Percent of grade (slope)
- d) Location of roads and bridges
- e) Other topographical features, such as aspect exposure

1.03. Geography: A science that deals with the earth and its life, especially the description of land, sea, air, and the distribution of plant and animal life including man and his industries with reference to the mutual relations of these diverse elements. This information becomes an important part of creating an analysis of urban-wildland areas because topography and slope are key elements (along with fuel type). Geographic considerations should be given to following elements:

- a) Fuel types, concentration, and distribution of fuel types.
- b) Alignment and arrangement of fuels in relation to topography
- c) Vulnerability of infrastructure to damage by climate and topographical concerns
- d) Man-made improvements creating an exposure.

Finding 1:

Climate change is creating extended and multi-year drought conditions in California resulting in higher temperatures, dryer weather and critical fuel moistures for vegetation in California. These climatic factors are further compounded by dead and dying vegetation caused by insect and disease infestations. This synergistic effect has now extended wildfire season throughout the year.

Finding 2:

The seasonal climatic conditions which occur during the late summer and fall create serious difficulties for fire control and defending property and environment against wildfires within the Rancho Santa Fe Fire

Protection District. The climatic conditions of hot, dry weather during the summer and fall seasons are exponentially compounded during Santa Ana wind events and critical fuel moisture. These climatic conditions increase the threat of destructive wildfires to the Rancho Santa Fe Fire Protection District.

Finding 3:

Rancho Santa Fe Fire Protection District is located in a mountainous and/or hilly region of southern California. Steep slopes and drainages from the eastern portion of the district, including the San Dieguito River and Escondido Creek, are natural conduits for a wildfire to spread. This terrain is covered with natural combustible vegetation and during certain climate conditions such as a Santa Ana wind event, these topographic features become “avenues of fire” creating extreme fire behavior and growth which was evident during the Witch Creek Fire and Bernardo Fire.

Finding 4:

The topography of the Rancho Santa Fe Fire Protection District presents challenges in the delivery of emergency services, including fire protection. The hilly terrain has narrow, winding roads restricting the circulation of travel throughout the District. This can prevent a rapid emergency response, hinder access and slow the evacuation process. Much of the terrain is covered with natural combustible vegetation adjacent to district highways, roads, private streets and driveways.

Finding 5:

Vegetation fuel types within the Rancho Santa Fe Fire Protection District are diverse. They range from grasslands, chaparral covered hillsides and mountain ranges, to dense eucalyptus groves. Development and habitable structures that interface or intermix with these wildland areas cause many risk factors to life, property and environment.

Article II. The Rancho Santa Fe Fire Protection District finds it necessary for the protection of public’s safety, property, the natural environment, that all parcels of property within its boundaries must remain compliant with Public Resources Code (PRC), Chapter 3, Sections 4291-4299 and locally enacted Rancho Santa Fe Fire Protection District Ordinance 2022-02 year around.

Article III. To aid in compliance, the Governor signed into law Assembly Bill No. 38 (2019) (“AB38”) requires on and after July 1, 2021, the seller of any real property located within the High or Very High Fire Hazard Severity Zone to provide the buyer of such property documentation stating that the property is in compliance with Public Resources Code (PRC), Chapter 3, Sections 4291-4299 and any locally enacted Ordinance.

Article IV. The Rancho Santa Fe Fire Protection District further finds that since wildfires ignore civil boundaries or fire hazard severity zones, especially under extreme weather conditions; that enhanced preventive measures are needed to ensure the preservation of the public health and safety. Therefore the Rancho Santa Fe Fire Protection District declares that all parcels of property within its boundaries that are identified as Moderate, High, or Very High Fire Severity Zone in accordance with the Fire and Resource

Assessment Program (FRAP) Map are to be inspected and determined to be in compliance with Public Resources Code (PRC), Chapter 3, Sections 4291-4299 and any locally enacted Ordinance upon sale or transfer.

4.01. The request for this inspection shall be placed by the seller or seller's agent. Either the seller or seller's agent may contact the Rancho Santa Fe Fire Protection District by email or by phone to request an inspection. Once the inspection is completed, a copy of the inspection report will be transmitted back to the seller by email in a reasonable amount of time (usually 3 business days). The inspection report shall provide to the seller documentation stating that the real property as described is compliant with the requirements of the RSFFPD Ordinance 2022-02. The seller shall provide the buyer with a copy of documentation from the Rancho Santa Fe Fire Protection District.

4.02. Satisfaction of the requirements of this Article IV shall be at the Rancho Santa Fe Fire Protection District's discretion if the real property has been inspected and found by the District to be in compliance with the applicable defensible space requirements within six (6) months prior to the transfer of ownership. The inspection for sale of individual condominiums/townhomes shall not be required.

4.03 If the real property has been inspected by a defensible space inspector other than an inspector from within the Rancho Santa Fe Fire Protection District, that inspector must insure the property is in compliance with applicable defensible space requirements as referenced in this Ordinance within six (6) months prior to the transfer of ownership.

4.04 If an inspection report identifies violations of the applicable defensible space requirements referenced in RSFFPD Ordinance 2022-02, the seller is required to make the corrections prior to the close of escrow or transfer of ownership. In the event corrections are not made, the seller and the buyer shall enter into a written agreement pursuant to which the buyer agrees to obtain documentation of compliance with Public Resources Code (PRC), Chapter 3 Sections 4291-4299 and RSFFPD Ordinance 2022-02 within two (2) months of transfer of property. Failure to correct any and all remaining violations within the time frame noted on the inspection report may subject the buyer to enforcement measures identified RSFFPD Ordinance 2022-02

4.05 This Ordinance shall apply regardless of whether a title company is involved. Involuntary transactions, such as foreclosures, are exempt from Article IV of this Ordinance.

Article V. For areas designated as a High or Very High Fire Severity Zone, on or after July 1, 2025, under AB38, a disclosure notice of low-cost retrofits developed and listed pursuant to Government Code Section 51189 shall be provided to the buyer. The notice shall disclose a list of the following features that may make the home vulnerable to wildfire and flying embers. The seller shall disclose to the buyer which listed retrofits, if any, have been completed during the time that the seller has owned the property.

- a) Eave, soffit, and roof ventilation where the vents have openings in excess of one-eighth of an inch or are not flame and ember resistant.

- b) Roof coverings made of untreated wood shingles or shakes.
- c) Combustible landscaping or other materials within five feet of the home and under the footprint of any attached deck.
- d) Single pane or non-tempered glass windows.
- e) Loose or missing bird stopping or roof flashing.
- f) Rain gutters without metal or noncombustible gutter covers.

Article VI. The enactment of this Ordinance is pursuant to the authority granted under Health and Safety Code, Sections 13861(h); 13879 and 14875 et seq.; and 14930 as well as authority granted under Public Resources Code, Sections 4290 (a) and 4291 (a)-(f) and California Code of Regulations, Title 14, Division 1.5, Chapter 7, Subchapter 2, Article 1, Section 1272.00.

ARTICLE VII. The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect forty-five (45) days after its final passage at a public hearing as required by law.

First Read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, on the 17th day of November, 2021. A public hearing was held on December 15, 2021 and said Ordinance was adopted and ordered published in the manner required by law at their regular meeting on the 15th day of December, 2021 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James Ashcraft
Board President

ATTEST

Alicea Caccavo
Board Secretary

STAFF REPORT

NO. 21-23

TO: BOARD OF DIRECTORS
FROM: ALICEA CACCAVO, MANAGER, FINANCE & ADMINISTRATION
SUBJECT: CY 2022 BOARD MEETING SCHEDULE
DATE: DECEMBER 15, 2021



RECOMMENDATION

Review schedule and approve any changes to the meeting schedule that may be necessary.

BACKGROUND

The Board of Directors adopted Resolution No. 2018-20 establishing the third Wednesday of each month as the regular meeting date to conduct business of the District. On occasion, it is necessary to adjust the date to accommodate holidays and scheduling conflicts.

CURRENT SITUATION

The following table list the meeting dates for 2022, if approved; and I have included the annual (or routine) agenda topics that the Board must act upon: See Page 2

Calendar Year 2022

Meeting Dates	Annual Agenda Topic(s)
January 19 <i>NH-Uncertain</i>	Accept: FY Financial Statements (if complete); final audit reports must be provided to the State Controller's office not later than 1/31
February 16	Resolution: to Participate in Fire Mitigation Fee Program (<i>must be adopted by April 15</i>) Harassment Training (<i>every two years – 2023</i>)
March 16 <i>NH-Uncertain</i>	
April 20 <i>NH-Zoom</i>	
May 18 <i>NH-Absent</i>	Select criteria to determine annual appropriations limit Resolution: Appropriations Limit Resolution: Setting Benefit Charges (RSF & Elfin Forest)
June 15 <i>NH-Absent</i>	Adopt: Preliminary Budget (<i>must be adopted by June 30</i>) Accept: List of forced abatements to be placed on property tax bills if any Public Hearing: FMF Multi Year Plan Resolution: Fire Mitigation Fee 5 Year Capital Plan
July 20 <i>TS-Absent</i>	
August 17 <i>NH-Zoom</i>	Public Hearing: Fire Mitigation Fee 5 Year Capital Plan Adopt: Fire Mitigation Fee 5 Year Capital Plan
September 21 <i>NH-Zoom</i>	Public Hearing: Final Budget Resolution: Establishing Constrained or Committed Fund Balances Adopt: Final Budget (<i>must be adopted by September 30</i>) Resolution: Required Inspection of Certain Occupancies (<i>must be done by December 31</i>)
October 19 <i>NH-Zoom</i>	
November 16	Accept: FY22 Financial Statements (if complete); final audit reports must be provided to the State Controller's office not later than 1/31/2023 Board of Directors Meeting Calendar Review (next year)
December 21 (Move to 14 th ?) <i>NH-Zoom</i>	Accept: FY21 Financial Statements (if not completed in November); final audit reports must be provided to the State Controller's office not later than 1/31/2023 Ethics Training (<i>every two years – 2022</i>) Oath of Office (<i>every election year – 2022</i>) Election of Officers (<i>every election year – 2022</i>)

STAFF REPORT

NO. 21-24

TO: BOARD OF DIRECTORS
FROM: ALICEA CACCAVO, MANAGER, FINANCE & ADMINISTRATION
SUBJECT: PASIS REPRESENTATIVES; APPOINTMENT
DATE: DECEMBER 15, 2021



RECOMMENDATION

Appoint Dave McQuead, Fire Chief as the alternate to the Public Agency Self Insurance System (PASIS) Board of Directors.

BACKGROUND

The Rancho Santa Fe Fire Protection District has been a member of the Public Agency Self Insurance System (PASIS) a joint powers authority for workers compensation since 1990. The PASIS Board of Directors has a representative and alternate from each member agency. Pursuant to the PASIS Bylaws, the Board of Directors must identify a representative and alternate. Currently Alicea Caccavo, Manager, Finance & Administration is the representative and with the retirement of Chief Cox there will need to be an alternate appointed.